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Thirtieth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer
Quito, 5–9 November 2018
Item 3 of the provisional agenda for the preparatory segment**
Budget of the Trust Fund for the Montreal Protocol and financial reports

Proposed revision to the approved budget for 2018 and proposed budgets for 2019 and 2020 of the Trust Fund for the Montreal Protocol on Substances that Deplete the Ozone Layer

Note by the Secretariat

1. The Secretariat has the honour to present the proposed revision to the approved budget for 2018 and the proposed budgets for 2019 and 2020 for the Trust Fund for the Montreal Protocol on Substances that Deplete the Ozone Layer.

2. In paragraph 12 of its decision XXIX/24, the Twenty-Ninth Meeting of the Parties to the Montreal Protocol requested the Executive Secretary to prepare results-based budgets and work programmes for the years 2019 and 2020, presenting two budget scenarios and work programmes based on the projected needs for the biennium in:

(a) A zero nominal growth budget scenario;

(b) A scenario based on further recommended adjustments to the first scenario and the added costs or savings related thereto.

The latter is referred to as the proposed budgets for 2019 and 2020 in the present note.

3. The results-based budget and work programme are set out in the addendum to the present note (UNEP/OzL.Pro.30/4/Add.1).

4. Section I of the present note sets out the proposed revision to the approved budget for 2018.

5. Section II sets out the proposed budgets for 2019 and 2020.

6. Section III sets out the zero nominal growth budget scenarios for 2019 and 2020.

7. Section IV sets out concluding remarks and proposed recommendations by the Secretariat.

8. Annex I to the present note presents the organization chart and a staffing table for the Ozone Secretariat.

9. Annex II sets out the scale of assessed voluntary contributions for 2019 and 2020 based both on the proposed budget and on the zero nominal growth budget scenario.

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* Reissued for technical reasons on 17 August 2018.

** UNEP/OzL.Pro.30/1.

10. The proposed budget revision for 2018 and the proposed budgets for 2019 and 2020 have been reviewed and endorsed by the United Nations Environment Programme in accordance with paragraph 17 of the terms of reference for the administration of the Trust Fund for the Montreal Protocol.

11. In the present note, all references to dollars ($) are to United States dollars unless otherwise stated.

I. Proposed revision to the approved budget for 2018

12. The proposed revised budget for 2018 is $5,326,722, which is a decrease of $220,000 (4 per cent) from the approved budget. The changes are set out in table 1 and are explained as follows:

(a) The estimated conference services cost for the sixtieth meeting of the Implementation Committee (July 2018, Vienna) is $63,200;

(b) The estimated conference services cost for the fortieth meeting of the Open-ended Working Group is $629,200;

(c) The savings of $110,000 in conference services costs (subparagraphs (a) and (b)) are proposed to be reclassified to the "reporting" costs budget line, which are mainly for use in the development of the online data reporting tool;

(d) The estimated conference services cost for the meeting of the Bureau of the Twenty-Ninth Meeting of the Parties, the Thirtieth Meeting of the Parties and the sixty-first meeting of the Implementation Committee, to be hosted by the Government of Ecuador (November 2018), is $700,000. The agreed contribution of the Government of Ecuador is $220,000, which, less the respective programme support costs of 5 per cent, is $209,524. That amount, which is managed in a separate grant, is the amount by which the budget line for "conference services costs: preparatory meetings and meetings of the parties" is reduced.

Table 1
Proposed revision to the approved 2018 budget
(United States dollars)

	Cost category	*Approved 2018*	*Change*	*Proposed revised 2018*
1000	Employee salaries, allowances and benefits	1 512 734		1 512 734
1200	Consultants	85 000		85 000
1300	**Meeting costs**			
1321	Conference services costs: Open-ended Working Group meetings	676 000	(110 000)[a]	566 000
1322	Conference services costs: preparatory meetings and meetings of the parties	700 000	(209 524)[b]	490 476
1323	Communication costs of Article 5 assessment panel members and organizational costs of panel meetings	70 000	-	70 000
1324	Conference services costs: Bureau meetings	25 000	-	25 000
1325	Conference services costs: Implementation Committee meetings	125 000		125 000
5401	Hospitality	25 000	-	25 000
Subtotal:	**Meeting costs**	**1 621 000**	**(319 524)**	**1 301 476**
3300	**Travel of Article 5 parties and experts**			
3301	Travel of Article 5 parties: assessment panel meetings	400 000	-	400 000
3302	Travel of Article 5 parties: preparatory meetings and meetings of the parties	375 000	-	375 000
3303	Travel of Article 5 parties: Open-ended Working Group meetings	325 000	-	325 000

	Cost category	*Approved 2018*	*Change*	*Proposed revised 2018*
3304	Travel of Article 5 parties: Bureau meetings	20 000	–	20 000
3305	Travel of Article 5 parties: Implementation Committee meetings	125 000	–	125 000
Subtotal:	**Travel of Article 5 parties and experts**	**1 245 000**	–	**1 245 000**
1600	**Travel on official business**			
1601	Staff travel on official business	210 000	–	210 000
1602	Conference services staff travel on official business	15 000	–	15 000
Subtotal:	**Travel on official business**	**225 000**	–	**225 000**
4100-5300	**Other operating costs:**			
4100	Expendable equipment	18 000	–	18 000
4200	Non-expendable equipment	25 000	–	25 000
4300	Rental of premises	41 870	–	41 870
5100	Operation and maintenance of equipment	20 000	–	20 000
5200	Reporting costs	75 000	110 000	185 000
5300	Sundry	40 000	–	40 000
Subtotal:	**Other operating costs**	**219 870**	**110 000**	**329 870**
	Total direct costs	**4 908 604**	**(209 524)**	**4 699 080**
	Programme support costs[c]	**638 118**	**(10 476)**	**627 642**
	Grand total	**5 546 722**	**(220 000)**	**5 326 722**

[a] The savings of $110,000 for the July 2018 meetings is reflected in this line. Once the costs of the July meetings have been finalized, the actual cost related to the Implementation Committee meeting line will be reflected in the respective expenditure line in the 2018 budget performance report.

[b] The saving of $209,524 is reflected in this line. Once the costs of the November meetings have been finalized, the actual costs related to the Implementation Committee and Bureau meetings will be reflected in the respective expenditure lines in the 2018 budget performance report.

[c] The programme support costs for the approved 2018 budget amount to 13 per cent of the total direct costs. The programme support costs for the reduction of $209,524 amount to 5 per cent of the total direct costs.

II. Proposed budgets for 2019 and 2020

A. Proposed budget for 2019

13. The proposed budget for 2019 is increased over the proposed revised 2018 budget by $303,908 (6 per cent) from $5,326,722 to $5,630,630 as shown in tables 2 and 3 below, owing to the following changes:

(a) An increase of $30,255 in salary costs, representing a 2 per cent inflationary increase (see annex I for the organization chart and the staffing table of the Secretariat);

(b) An increase of $31,500 in the conference services cost for the forty-first meeting of the Open-ended Working Group and the sixty-second meeting of the Implementation Committee. The overall estimated cost is $660,000 and is based on the meeting venue of the Economic and Social Commission for Asia and the Pacific in Bangkok where it is confirmed that the meetings will take place during the first week of July 2019;[1]

(c) An increase of $222,024 in the conference services costs for the Thirty-First Meeting of the Parties. The organization cost of the meetings is based on an analysis of five duty stations (Bangkok, Geneva, Nairobi, Paris and Vienna). A cost of $800,000 is estimated to cover all the meetings. At the time of writing the present note, there is an agreement from the Government of Italy

[1] The increase is reflected in the budget line "Conference services costs: Open-ended Working Group meeting", however the actual cost of the Implementation Committee meeting will be reflected in the 2019 budget performance report.

to host the meeting; however, further details on the contribution amount will be agreed at a later date. The tentative dates for the Thirty-First Meeting of the Parties is 4 to 8 November 2019;[2]

(d) The budget line on "reporting costs", renamed "reporting", is decreased by $5,000 as those funds are incorporated in the new budget line "Public awareness and communication";

(e) The budget line of $10,000 allocated for the International Ozone Day celebrations has historically always been part of the budget line "Sundry". Those funds are now incorporated into the new budget line "Public awareness and communication";

(f) An amount of $110,000 is requested for public awareness and communication activities, which, together with the $5,000 and $10,000 described in subparagraphs (d) and (e) above brings the total amount for the new budget line "Public awareness and communication" to $125,000. Those funds will be used for the communication campaign in 2019, the celebration of International Ozone Day, the continuous fixes to the new website, the upgrade of the meeting portal and the registration process;

(g) A corresponding increase in programme support costs of $20,130.

B. Proposed budget for 2020

14. The proposed budget for 2020 is decreased by $215,988 (4 per cent) from the proposed 2019 budget of $5,630,630 to $5,414,642 owing to the following changes:

(a) An increase of $30,860 in salary costs, representing a 2 per cent inflationary increase;

(b) The budget line for the conference services costs for the Open-ended Working Group meeting remains steady at the 2019 level as the venue for the meeting is not yet determined;

(c) A net decrease of $202,000 in the conference services costs of the joint twelfth meeting of the Conference of the Parties to the Vienna Convention and the Thirty-Second Meeting of the Parties to the Montreal Protocol resulting from:

(i) An increase of $50,000 in the budget line for conference services costs. The increase is the result of the translation and editing costs of the increased number of pre-session, in-session and post-session documents associated with the joint twelfth meeting of the Conference of the Parties to the Vienna Convention and the Thirty-Second Meeting of the Parties to the Montreal Protocol;

(ii) A decrease of $252,000 in the budget line for conference services costs for the Meeting of the Parties as that amount is budgeted and approved in the Trust Fund for the Vienna Convention for 2020;

(d) A decrease of $20,000 in the budget line of the conference services costs for the Bureau meeting as that amount is budgeted and approved in the Trust Fund for the Vienna Convention for 2020;

(e) A respective decrease of $24,848 in programme support costs.

III. Zero nominal growth budgets for 2019 and 2020

A. Zero nominal growth budget for 2019

15. The zero nominal growth budget for 2019 is based on the revised budget for 2018 ($5,326,722). In order to achieve a zero nominal growth budget for 2019, the mandatory annual increase in staff costs, which amounted to $30,255, was deducted from the following budget lines:

(a) A decrease of $15,000 in the budget line "communication costs of Article 5 assessment panel members and organizational costs of panel meetings";

(b) A decrease of $15,000 in the budget line "conference services staff travel on official business";

(c) A decrease of $255 in the budget line "expendable equipment";

[2] The increase is reflected in the budget line "Conference services costs: preparatory meetings and meetings of the parties"; however, the actual costs of the three meetings (Meeting of the Parties, Implementation Committee and Bureau meetings) will be reflected in the 2019 budget performance report.

B. Zero nominal growth budget for 2020

16. In 2020, the cost of the joint twelfth meeting of the Conference of the Parties and the Thirty-Second Meeting of the Parties is shared with the Trust Fund for the Vienna Convention.

17. A zero nominal growth budget is calculated to be $5,019,362, representing a net decrease of $307,360 on the proposed revised 2018 budget of $5,326,722, and includes the following:

(a) An increase of $61,114 for the mandatory increase in staff salaries;

(b) A decrease of $252,000 in the budget line for the conference services cost of the meeting of the parties, as that cost is shared with the Trust Fund for the Vienna Convention;

(c) A decrease of $15,000 in the budget line "communication costs of Article 5 assessment panel members and organizational costs of panel meetings";

(d) A decrease of $20,000 in the budget line of the conference services cost of the Bureau meeting as that cost is shared with the Trust Fund for the Vienna Convention;

(e) A decrease of $15,000 in the budget line "conference services staff travel on official business";

(f) A decrease of $10,000 for "expendable equipment";

(g) A decrease of $11,114 for "operation and maintenance of equipment"

(h) A decrease of $5,000 for "telecommunication costs" (a budget line under "sundry");

(i) A decrease of $5,000 for "freight costs" (a budget line under "sundry");

(j) A respective decrease in programme support costs of $35,360.

Table 2

Summary of the budget proposals for 2019 and 2020, including zero nominal growth budget scenarios compared with the approved 2018 budget

(United States dollars)

Cost category	*Proposed revised 2018*	*Zero nominal growth 2019*	*Proposed 2019*	*Zero nominal growth 2020*[a]	*Proposed 2020*
Employee salaries, allowances and benefits	1 512 734	1 542 989	1 542 989	1 573 848	1 573 848
Non-employee compensation and allowances	85 000	85 000	85 000	85 000	85 000
Operating expenses					
Meeting costs	1 301 476	1 286 476	1 555 000	1 014 476	1 333 000
Meeting participation of Article 5 parties and experts	1 245 000	1 245 000	1 245 000	1 245 000	1 245 000
Travel on official business	225 000	210 000	225 000	210 000	225 000
Other operating costs	329 870	329 615	329 870	298 755	329 870
Total direct costs	**4 699 080**	**4 699 080**	**4 982 859**	**4 427 080**	**4 791 718**
Programme support costs[b]	627 642	627 642	647 772	592 282	622 923
Total	**5 326 722**	**5 326 722**	**5 630 630**	**5 019 362**	**5 414 642**

[a] In 2020, the twelfth meeting of the Conference of the Parties will be held jointly with the Thirty-Second Meeting of the Parties and the conference services costs of the joint meeting will be shared with the Trust Fund for the Vienna Convention. The amount budgeted under that Trust Fund is $252,000 for the joint meeting and $20,000 for the Bureau meeting, therefore, the cost is decreased by $272,000.

[b] Programme support costs are a combination of 13 per cent and 5 per cent of the total direct costs.

Table 3

Details of the budget proposals for 2019 and 2020, including zero nominal growth scenarios compared with the approved 2018 budget

(United States dollars)

	Cost categories and budget lines	*2018*	*2019*		*2020*	
		Proposed revised 2018	*Zero nominal growth 2019*	*Proposed 2019*	*Zero nominal growth 2020*	*Proposed 2020*
1000	Employee salaries, allowances and benefits	1 512 734	1 542 989	1 542 989	1 573 848	1 573 848
1200	Consultants	85 000	85 000	85 000	85 000	85 000
1300	**Meeting costs**					
1321	Conference services costs: Open-ended Working Group meetings	566 000	566 000	597 500	566 000	597 500
1322	Conference services costs: preparatory meetings and meetings of the parties	490 476	490 476	712 500	238 476	510 500
1323	Communication costs of Article 5 assessment panel members and organizational costs of panel meetings	70 000	55 000	70 000	55 000	70 000
1324	Conference services costs: Bureau meetings	25 000	25 000	25 000	5 000	5 000
1325	Conference services costs: Implementation Committee meetings	125 000	125 000	125 000	125 000	125 000
5401	Hospitality[a]	25 000	25 000	25 000	25 000	25 000
Subtotal:	**Meeting costs**	**1 301 476**	**1 286 476**	**1 555 000**	**1 014 476**	**1 333 000**
3300	**Travel of Article 5 parties and experts[b]**					
3301	Travel of Article 5 parties: assessment panel meetings	400 000	400 000	400 000	400 000	400 000
3302	Travel of Article 5 parties: preparatory meetings and meetings of the parties	375 000	375 000	375 000	375 000	375 000
3303	Travel of Article 5 parties: Open-ended Working Group meetings	325 000	325 000	325 000	325 000	325 000
3304	Travel of Article 5 parties: Bureau meetings	20 000	20 000	20 000	20 000	20 000
3305	Travel of Article 5 parties: Implementation Committee meetings	125 000	125 000	125 000	125 000	125 000
Subtotal:	**Travel of Article 5 parties and experts**	**1 245 000**	**1 245 000**	**1 245 000**	**1 245 000**	**1 245 000**
1600	**Travel on official business**					
1601	Staff travel on official business	210 000	210 000	210 000	210 000	210 000
1602	Conference services staff travel on official business	15 000	–	15 000	–	15 000
Subtotal:	**Travel on official business**	**225 000**	**210 000**	**225 000**	**210 000**	**225 000**
4100-5300	**Other operating costs:**					
4100	Expendable equipment	18 000	17 745	18 000	8 000	18 000
4200	Non-expendable equipment	25 000	25 000	25 000	25 000	25 000
4300	Rental of premises	41 870	41 870	41 870	41 870	41 870
5100	Operation and maintenance of equipment	20 000	20 000	20 000	8 885	20 000
5201	Reporting costs[c]	75 000	75 000	70 000	75 000	70 000
5202	Public awareness and communication[d]	110 000	110 000	125 000	110 000	125 000

	Cost categories and budget lines	2018	2019		2020	
		Proposed revised 2018	Zero nominal growth 2019	Proposed 2019	Zero nominal growth 2020	Proposed 2020
5300	Sundry[e]	40 000	40 000	30 000	30 000	30 000
Subtotal:	**Other operating costs:**	**329 870**	**329 615**	**329 870**	**298 755**	**329 870**
	Total direct costs	**4 699 080**	**4 699 080**	**4 982 859**	**4 427 080**	**4 791 718**
	Programme support costs	**627 642**	**627 642**	**647 772**	**592 282**	**622 923**
	Grand total	**5 326 722**	**5 326 722**	**5 630 630**	**5 019 362**	**5 414 642**

[a] The hospitality costs cover receptions at the meetings of the Open-ended Working Group and the Meetings of the Parties. Funds may be transferred between this budget line and the conference services costs budget lines (1321, 1322 and 1324) to adjust for any shortfalls or surplus, when necessary.

[b] The participation of representatives of parties operating under paragraph 1 of Article 5 in various Montreal Protocol meetings is budgeted at $5,000 per representative per meeting using the most appropriate and advantageous economy-class fare, plus the United Nations daily subsistence allowances and terminal expenses.

[c] In the approved 2018 budget, this budget line includes three activities: (1) reporting (International Institute for Sustainable Development (IISD)/editing and translation of non-meeting documents): $65,000; (2) reporting (assessment panels): $5,000; and (3) reporting (protocol awareness): $5,000. In the proposed budgets for 2019 and 2020, this budget line includes two activities: (1) reporting (IISD/editing and translation of non-meeting documents): $65,000; (2) reporting (assessment panels): $5,000.

[d] New budget line to cover costs of public awareness campaigns, International Ozone Day and external communications.

[e] In the approved 2018 budget, this budget line includes four activities: (1) telecommunication costs ($10,000); (2) freight costs ($10,000); (3) training ($10,000); and (4) International Ozone Day costs ($10,000). In the proposed 2019 and 2020 budgets, the budget line includes three activities: (1) telecommunication costs ($10,000); (2) freight costs ($10,000); and (3) training ($10,000).

IV. Status of the cash balance

18. The forecast cash balance at the end of 2018 is $5,516,701 (UNEP/OzL.Pro.30/5), which is approximately 85 per cent of the proposed budget for 2019 ($5,630,630) plus the required 15 per cent reserve ($844,595) (total: $6,475,225).

19. In addition to the proposed budget for 2019, the Secretariat proposes that the costs for the additional activities that may occur in that year be drawn down from the cash balance. These activities include the development of an online reporting tool for safety standards ($30,000), printing of the Handbook for the Montreal Protocol ($18,090) and a workshop on trichlorofluoromethane (CFC-11) ($100,000).

20. In previous years, parties have agreed to reduce the cash balance by keeping the level of contribitions steady and drawing down on the balance when the proposed budget is higher than the contribution level.

V. Concluding remarks and proposed recommendations by the Secretariat

21. The Secretariat has presented the proposed budgets and the zero nominal growth budgets for 2019 and 2020 in both the results-based and the traditional budget (by cost category) format.

22. From 2019 onwards, the Secretariat is proposing the creation of a new budget line on "public awareness and communication" to take effect in the proposed budget for 2019.

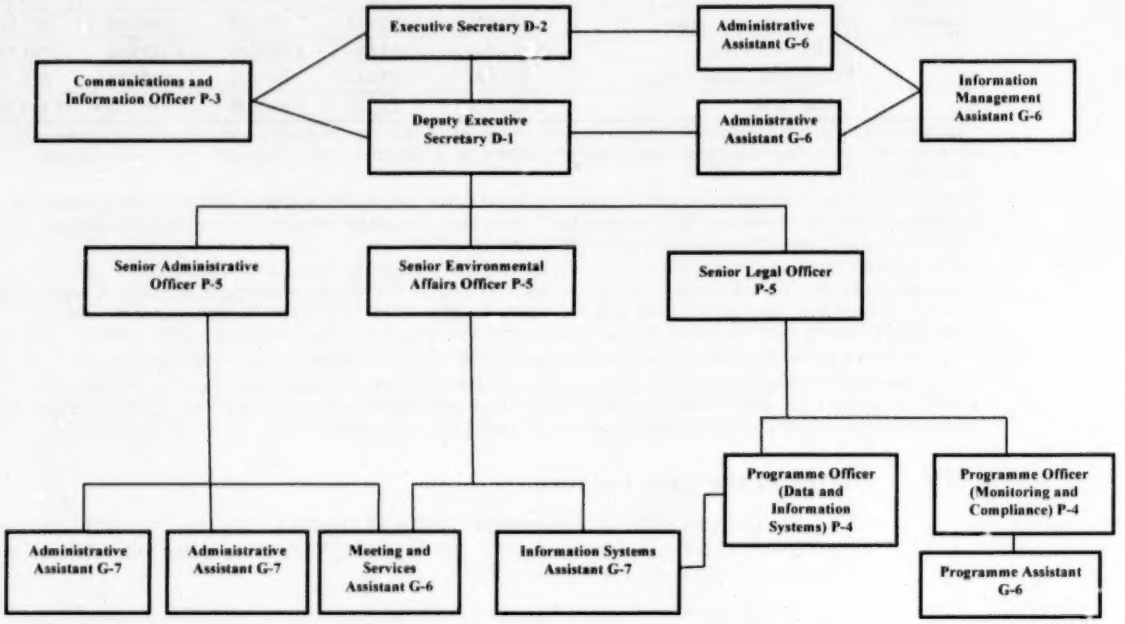
23. As always, the Secretariat has calculated the proposed 2019 and 2020 budgets based on lean, prudent budgeting. The zero nominal growth budgets can only be achieved by reducing the already lean proposed budgets, decreasing the ability of the Secretariat to cover any unforeseen or emergency costs in its operation. Thus, the reduction could adversely affect the efficiency of the Secretariat.

24. Going forward, the Secretariat will endeavour to confirm the venue of the Open-ended Working Group meetings two years in advance so that when the budgets are being prepared, more accurate conference services costs can be used in the budget.

25. The scale of contributions corresponding to the proposed budgets and the zero nominal growth budgets for 2019 and 2020 are provided in annex II to the present note.

Annex I

Ozone Secretariat organization chart and staffing table


Executive Secretary D-2
Administrative Assistant G-6
Communications and Information Officer P-3
Information Management Assistant G-6
Deputy Executive Secretary D-1
Administrative Assistant G-6
Senior Administrative Officer P-5
Senior Environmental Affairs Officer P-5
Senior Legal Officer P-5
Programme Officer (Data and Information Systems) P-4
Programme Officer (Monitoring and Compliance) P-4
Administrative Assistant G-7
Administrative Assistant G-7
Meeting and Services Assistant G-6
Information Systems Assistant G-7
Programme Assistant G-6

Senior Management Team: Executive Secretary, Deputy Executive Secretary, Senior Legal Officer, Senior Environmental Affairs Officer and Senior Administrative Officer

Administrative and Finance Team: Senior Administrative Officer and all General Services staff

Environmental Affairs and Assessment Panels Team: Executive Secretary, Deputy Executive Secretary and Senior Environmental Affairs Officer

Legal Affairs and Compliance Team: Senior Legal Officer, Programme Officer (Data and Information Systems) and Programme Officer (Monitoring and Compliance)

Information Technology Team: Communications and Information Officer, Programme Officer (Data Management) and Information Management and Information Systems Assistants

Staffing table and sources of funding[1]

Level	*Professional and higher*	*General Service*	*Total*
D-2[a]	1	–	1
D-1[b]	1	–	1
P-5[c]	3	–	3
P-4[d]	2	–	2
P-3[e]	1	–	1
General Service [f]		8	8
Total	**8**	**8**	**16**

[a] Funded 50 per cent by the Trust Fund for the Vienna Convention and 50 per cent by the Trust Fund for the Montreal Protocol.

[b] Funded 100 per cent by the Trust Fund for the Montreal Protocol.

[c] One post (Senior Legal Officer funded 100 per cent by the Trust Fund for the Montreal Protocol), one post (Senior Environmental Affairs Officer) funded 50 per cent by the Trust Fund for the Vienna Convention and 50 per cent by the Trust Fund for the Montreal Protocol and one post (Senior Administrative Officer) funded from the Programme Support Cost budget.

[d] Funded 100 per cent by the Trust Fund for the Montreal Protocol.

[e] Funded 100 per cent by the Trust Fund for the Vienna Convention.

[f] Three posts (Administrative Assistant, Information Management Assistant and Computer Information Systems Assistant) funded 100 per cent by the Trust Fund for the Montreal Protocol; two posts (Administrative Assistant and Programme Assistant) funded 50 per cent by the Vienna Convention Trust Fund and 50 per cent by the Trust Fund for the Montreal Protocol; two posts (Programme Assistant and Meeting Services Assistant) funded 100 per cent by the Trust Fund for the Vienna Convention; and one post funded 100 per cent from the programme support cost budget.

[1] Staff costs for staff with administrative roles will be analysed at the end of each year and costs may be transferred to/from the programme support cost budget as appropriate in accordance with paragraph 10 of decision XXIX/24 of the Twenty-Ninth Meeting of the Parties to the Montreal Protocol.

Annex II

Scale of contributions by the parties: proposed options

Trust Fund for the Montreal Protocol on Substances that Deplete the Ozone Layer

(General Assembly resolution 70/245 on the scale of assessments for the apportionment of the expenses of the United Nations: maximum assessment rate of 22 per cent)
(United States dollars)

	Name of party	*Adjusted United Nations scale with 22 per cent maximum assessment rate considered*[1]	*2019 contributions by parties equal to the proposed budget*	*2020 contributions by parties equal to the proposed budget*	*2019 contributions by parties equal to the zero nominal growth budget*[2]	*2020 contributions by parties equal to the zero nominal growth budget*
1	Afghanistan	**0.000**	–	–	–	–
2	Albania	**0.000**	–	–	–	–
3	Algeria	**0.160**	**9 027**	**8 680**	**8 540**	**8 047**
4	Andorra	**0.000**	–	–	–	–
5	Angola	**0.000**	–	–	–	–
6	Antigua and Barbuda	**0.000**	–	–	–	–
7	Argentina	**0.888**	**50 010**	**48 092**	**47 311**	**44 580**
8	Armenia	**0.000**	–	–	–	–
9	Australia	**2.327**	**131 024**	**126 000**	**123 952**	**116 800**
10	Austria	**0.717**	**40 367**	**38 820**	**38 188**	**35 985**
11	Azerbaijan	**0.000**	–	–	–	–
12	Bahamas	**0.000**	–	–	–	–
13	Bahrain	**0.000**	–	–	–	–
14	Bangladesh	**0.000**	–	–	–	–
15	Barbados	**0.000**	–	–	–	–
16	Belarus	**0.000**	–	–	–	–
17	Belgium	**0.881**	**49 618**	**47 714**	**46 940**	**44 230**

[1] General Assembly resolution 70/245 applies to 2016, 2017 and 2018, however, since the next General Assembly ruling will be in December 2018, after the Thirtieth Meeting of the Parties has taken place, the current scale is used to calculate the 2019 and 2020 contributions by the parties to the Trust Fund for the Montreal Protocol.

[2] The contributions are the same as the approved budget of 2018.

	Name of party	*Adjusted United Nations scale with 22 per cent maximum assessment rate considered*[1]	*2019 contributions by parties equal to the proposed budget*	*2020 contributions by parties equal to the proposed budget*	*2019 contributions by parties equal to the zero nominal growth budget*[2]	*2020 contributions by parties equal to the zero nominal growth budget*
18	Belize	**0.000**	–	–	–	–
19	Benin	**0.000**	–	–	–	–
20	Bhutan	**0.000**	–	–	–	–
21	Bolivia (Plurinational State of)	**0.000**	–	–	–	–
22	Bosnia and Herzegovina	**0.000**	–	–	–	–
23	Botswana	**0.000**	–	–	–	–
24	Brazil	**3.807**	**214 337**	**206 115**	**202 770**	**191 069**
25	Brunei Darussalam	**0.000**	–	–	–	–
26	Bulgaria	**0.000**	–	–	–	–
27	Burkina Faso	**0.000**	–	–	–	–
28	Burundi	**0.000**	–	–	–	–
29	Cabo Verde	**0.000**	–	–	–	–
30	Cambodia	**0.000**	–	–	–	–
31	Cameroon	**0.000**	–	–	–	–
32	Canada	**2.908**	**163 767**	**157 485**	**154 927**	**145 988**
33	Central African Republic	**0.000**	–	–	–	–
34	Chad	**0.000**	–	–	–	–
35	Chile	**0.397**	**22 370**	**21 512**	**21 163**	**19 942**
36	China	**7.887**	**444 093**	**427 057**	**420 123**	**395 881**
37	Colombia	**0.321**	**18 053**	**17 360**	**17 080**	**16 093**
38	Comoros	**0.000**	–	–	–	–
39	Congo	**0.000**	–	–	–	–
40	Cook Islands	**0.000**	–	–	–	–
41	Costa Rica	**0.000**	–	–	–	–
42	Côte d'Ivoire	**0.000**	–	–	–	–
43	[illegible]	**0.000**	–	–	–	–
44	Cuba	**0.000**	–	–	–	–

	Name of party	*Adjusted United Nations scale with 22 per cent maximum assessment rate considered*[1]	*2019 contributions by parties equal to the proposed budget*	*2020 contributions by parties equal to the proposed budget*	*2019 contributions by parties equal to the zero nominal growth budget*[2]	*2020 contributions by parties equal to the zero nominal growth budget*
45	Cyprus	**0.000**	–	–	–	–
46	Czechia	**0.343**	**19 286**	**18 547**	**18 245**	**17 193**
47	Democratic People's Republic of Korea	**0.000**	–	–	–	–
48	Democratic Republic of the Congo	**0.000**	–	–	–	–
49	Denmark	**0.581**	**32 742**	**31 486**	**30 975**	**29 188**
50	Djibouti	**0.000**	–	–	–	–
51	Dominica	**0.000**	–	–	–	–
52	Dominican Republic	**0.000**	–	–	–	–
53	Ecuador	**0.000**	–	–	–	–
54	Egypt	**0.151**	**8 522**	**8 195**	**8 062**	**7 597**
55	El Salvador	**0.000**	–	–	–	–
56	Equatorial Guinea	**0.000**	–	–	–	–
57	Eritrea	**0.000**	–	–	–	–
58	Estonia	**0.000**	–	–	–	–
59	Eswatini	**0.000**	–	–	–	–
60	Ethiopia	**0.000**	–	–	–	–
61	European Union	**2.489**	**140 163**	**134 786**	**132 598**	**124 947**
62	Fiji	**0.000**	–	–	–	–
63	Finland	**0.454**	**25 566**	**24 585**	**24 186**	**22 790**
64	France	**4.838**	**272 421**	**261 971**	**257 717**	**242 847**
65	Gabon	**0.000**	–	–	–	–
66	Gambia	**0.000**	–	–	–	–
67	Georgia	**0.000**	–	–	–	–
68	Germany	**6.362**	**358 201**	**344 460**	**338 867**	**319 314**
69	Ghana	**0.000**	–	–	–	–
70	Greece	**0.469**	**26 407**	**25 394**	**24 981**	**23 540**
71	Grenada	**0.000**	–	–	–	–

	Name of party	*Adjusted United Nations scale with 22 per cent maximum assessment rate considered*[1]	*2019 contributions by parties equal to the proposed budget*	*2020 contributions by parties equal to the proposed budget*	*2019 contributions by parties equal to the zero nominal growth budget*[2]	*2020 contributions by parties equal to the zero nominal growth budget*
72	Guatemala	**0.000**	–	–	–	–
73	Guinea	**0.000**	–	–	–	–
74	Guinea-Bissau	**0.000**	–	–	–	–
75	Guyana	**0.000**	–	–	–	–
76	Haiti	**0.000**	–	–	–	–
77	Holy See	**0.000**	–	–	–	–
78	Honduras	**0.000**	–	–	–	–
79	Hungary	**0.160**	**9 027**	**8 680**	**8 539**	**8 047**
80	Iceland	**0.000**	–	–	–	–
81	India	**0.734**	**41 320**	**39 735**	**39 090**	**36 834**
82	Indonesia	**0.502**	**28 257**	**27 173**	**26 732**	**25 189**
83	Iran (Islamic Republic of)	**0.469**	**26 407**	**25 394**	**24 981**	**23 540**
84	Iraq	**0.128**	**7 232**	**6 955**	**6 842**	**6 447**
85	Ireland	**0.334**	**18 782**	**18 061**	**17 768**	**16 743**
86	Israel	**0.428**	**24 108**	**23 183**	**22 807**	**21 491**
87	Italy	**3.732**	**210 132**	**202 072**	**198 791**	**187 320**
88	Jamaica	**0.000**	–	–	–	–
89	Japan	**9.639**	**542 711**	**521 893**	**513 419**	**483 794**
90	Jordan	**0.000**	–	–	–	–
91	Kazakhstan	**0.190**	**10 708**	**10 298**	**10 130**	**9 546**
92	Kenya	**0.000**	–	–	–	–
93	Kiribati	**0.000**	–	–	–	–
94	Kuwait	**0.284**	**15 979**	**15 366**	**15 116**	**14 244**
95	Kyrgyzstan	**0.000**	–	–	–	–
96	Lao People's Democratic Republic	**0.000**	–	–	–	–
97	Latvia	**0.000**	–	–	–	–
98	Lebanon	**0.000**	–	–	–	–

	Name of party	*Adjusted United Nations scale with 22 per cent maximum assessment rate considered*[1]	*2019 contributions by parties equal to the proposed budget*	*2020 contributions by parties equal to the proposed budget*	*2019 contributions by parties equal to the zero nominal growth budget*[2]	*2020 contributions by parties equal to the zero nominal growth budget*
99	Lesotho	**0.000**	–	–	–	–
100	Liberia	**0.000**	–	–	–	–
101	Libya	**0.124**	**7 008**	**6 740**	**6 630**	**6 247**
102	Liechtenstein	**0.000**	–	–	–	–
103	Lithuania	**0.000**	–	–	–	–
104	Luxembourg	**0.000**	–	–	–	–
105	Madagascar	**0.000**	–	–	–	–
106	Malawi	**0.000**	–	–	–	–
107	Malaysia	**0.321**	**18 053**	**17 360**	**17 079**	**16 093**
108	Maldives	**0.000**	–	–	–	–
109	Mali	**0.000**	–	–	–	–
110	Malta	**0.000**	–	–	–	–
111	Marshall Islands	**0.000**	–	–	–	–
112	Mauritania	**0.000**	–	–	–	–
113	Mauritius	**0.000**	–	–	–	–
114	Mexico	**1.429**	**80 454**	**77 367**	**76 111**	**71 719**
115	Micronesia (Federated States of)	**0.000**	–	–	–	–
116	Monaco	**0.000**	–	–	–	–
117	Mongolia	**0.000**	–	–	–	–
118	Montenegro	**0.000**	–	–	–	–
119	Morocco	**0.000**	–	–	–	–
120	Mozambique	**0.000**	–	–	–	–
121	Myanmar	**0.000**	–	–	–	–
122	Namibia	**0.000**	–	–	–	–
123	Nauru	**0.000**	–	–	–	–
124	Nepal	**0.000**	–	–	–	–
125	Netherlands	**1.476**	**83 089**	**79 901**	**78 604**	**74 068**
126	New Zealand	**0.267**	**15 025**	**14 450**	**14 214**	**13 394**

	Name of party	Adjusted United Nations scale with 22 per cent maximum assessment rate considered[1]	2019 contributions by parties equal to the proposed budget	2020 contributions by parties equal to the proposed budget	2019 contributions by parties equal to the zero nominal growth budget[2]	2020 contributions by parties equal to the zero nominal growth budget
127	Nicaragua	**0.000**	–	–	–	–
128	Niger	**0.000**	–	–	–	–
129	Nigeria	**0.208**	**11 718**	**11 268**	**11 085**	**10 446**
130	Niue	**0.000**	–	–	–	–
131	Norway	**0.845**	**47 599**	**45 733**	**45 030**	**42 432**
132	Oman	**0.113**	**6 335**	**6 092**	**5 993**	**5 648**
133	Pakistan	**0.000**	–	–	–	–
134	Palau	**0.000**	–	–	–	–
135	Panama	**0.000**	–	–	–	–
136	Papua New Guinea	**0.000**	–	–	–	–
137	Paraguay	**0.000**	–	–	–	–
138	Peru	**0.135**	**7 625**	**7 332**	**7 213**	**6 797**
139	Philippines	**0.164**	**9 251**	**8 896**	**8 751**	**8 246**
140	Poland	**0.837**	**47 151**	**45 342**	**44 606**	**42 032**
141	Portugal	**0.390**	**21 978**	**21 135**	**20 791**	**19 592**
142	Qatar	**0.268**	**15 082**	**14 503**	**14 268**	**13 444**
143	Republic of Korea	**2.030**	**114 317**	**109 932**	**108 147**	**101 907**
144	Republic of Moldova	**0.000**	–	–	–	–
145	Romania	**0.183**	**10 316**	**9 920**	**9 759**	**9 196**
146	Russian Federation	**3.075**	**173 129**	**166 488**	**163 785**	**154 334**
147	Rwanda	**0.000**	–	–	–	–
148	Saint Kitts and Nevis	**0.000**	–	–	–	–
149	Saint Lucia	**0.000**	–	–	–	–
150	Saint Vincent and the Grenadines	**0.000**	–	–	–	–
151	Samoa	**0.000**	–	–	–	–
152	San Marino	**0.000**	–	–	–	–
153	Sao Tome and Principe	**0.000**	–	–	–	–
154	Saudi Arabia	**1.141**	**64 251**	**61 786**	**60 783**	**57 276**

	Name of party	*Adjusted United Nations scale with 22 per cent maximum assessment rate considered*[1]	*2019 contributions by parties equal to the proposed budget*	*2020 contributions by parties equal to the proposed budget*	*2019 contributions by parties equal to the zero nominal growth budget*[2]	*2020 contributions by parties equal to the zero nominal growth budget*
155	Senegal	**0.000**	–	–	–	–
156	Serbia	**0.000**	–	–	–	–
157	Seychelles	**0.000**	–	–	–	–
158	Sierra Leone	**0.000**	–	–	–	–
159	Singapore	**0.445**	**25 061**	**24 100**	**23 709**	**22 340**
160	Slovakia	**0.159**	**8 970**	**8 626**	**8 486**	**7 997**
161	Slovenia	**0.000**	–	–	–	–
162	Solomon Islands	**0.000**	–	–	–	–
163	Somalia	**0.000**	–	–	–	–
164	South Africa	**0.362**	**20 408**	**19 625**	**19 306**	**18 192**
165	South Sudan	**0.000**	–	–	–	–
166	Spain	**2.433**	**136 967**	**131 713**	**129 575**	**122 098**
167	Sri Lanka	**0.000**	–	–	–	–
168	Sudan	**0.000**	–	–	–	–
169	Suriname	**0.000**	–	–	–	–
170	Sweden	**0.952**	**53 598**	**51 542**	**50 705**	**47 780**
171	Switzerland	**1.135**	**63 914**	**61 463**	**60 465**	**56 976**
172	Syrian Arab Republic	**0.000**	–	–	–	–
173	Tajikistan	**0.000**	–	–	–	–
174	Thailand	**0.290**	**16 315**	**15 690**	**15 434**	**14 544**
175	The former Yugoslav Republic of Macedonia	**0.000**	–	–	–	–
176	Timor-Leste	**0.000**	–	–	–	–
177	Togo	**0.000**	–	–	–	–
178	Tonga	**0.000**	–	–	–	–
179	Trinidad and Tobago	**0.000**	–	–	–	–
180	Tunisia	**0.000**	–	–	–	–
181	Turkey	**1.014**	**57 074**	**54 885**	**53 994**	**50 878**
182	Turkmenistan	**0.000**	–	–	–	–

	Name of party	*Adjusted United Nations scale with 22 per cent maximum assessment rate considered*[1]	*2019 contributions by parties equal to the proposed budget*	*2020 contributions by parties equal to the proposed budget*	*2019 contributions by parties equal to the zero nominal growth budget*[2]	*2020 contributions by parties equal to the zero nominal growth budget*
183	Tuvalu	**0.000**	–	–	–	–
184	Uganda	**0.000**	–	–	–	–
185	Ukraine	**0.103**	**5 775**	**5 553**	**5 463**	**5 148**
186	United Arab Emirates	**0.601**	**33 863**	**32 564**	**32 036**	**30 187**
187	United Kingdom of Great Britain and Northern Ireland	**4.444**	**250 219**	**240 621**	**236 714**	**223 055**
188	United Republic of Tanzania	**0.000**	–	–	–	–
189	United States of America	**21.906**	**1 233 435**	**1 186 121**	**1 166 861**	**1 099 532**
190	Uruguay	**0.000**	–	–	–	–
191	Uzbekistan	**0.000**	–	–	–	–
192	Vanuatu	**0.000**	–	–	–	–
193	Venezuela (Bolivarian Republic of)	**0.569**	**32 013**	**30 785**	**30 285**	**28 538**
194	Viet Nam	**0.000**	–	–	–	–
195	Yemen	**0.000**	–	–	–	–
196	Zambia	**0.000**	–	–	–	–
197	Zimbabwe	**0.000**	–	–	–	–
	Total	**100.000**	**5 630 630**	**5 414 642**	**5 326 722**	**5 019 362**

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Thirtieth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer
Quito, 5–9 November 2018
Item 3 of the provisional agenda for the preparatory segment**

Budget of the Trust Fund for the Montreal Protocol and financial reports

Proposed revision to the approved budget for 2018 and proposed budgets for 2019 and 2020 of the Trust Fund for the Montreal Protocol on Substances that Deplete the Ozone Layer

Addendum

Results-based budget for 2019 and 2020

Note by the Secretariat

1. In paragraph 12 of decision XXIX/24 of the Twenty-Ninth Meeting of the Parties to the Montreal Protocol on Substances that Deplete de Ozone Layer, the parties requested the Executive Secretary to prepare results-based budgets and work programmes for 2019 and 2020, presenting two budget scenarios and work programmes based on the projected needs for each year in (a) a zero nominal growth scenario; and (b) a scenario based on further recommended adjustments to the first scenario and the added costs or savings related to them. Hereinafter, the latter is referred to as the proposed budgets.

2. The present note sets out a results-based presentation of the budget and work programmes for 2019 and 2020. This results-based budgeting analysis has also been presented for 2018, which includes the proposed revised budget for the Trust Fund of the Montreal Protocol, the approved budget for the Trust Fund for the Montreal Protocol and the Programme Support Cost allocation, which have been used as a basis for the results-based budget presentation for the subsequent two years. The note is structured as follows:

(a) Section A outlines the background, purpose and structure of the present note and provides the information necessary to assess the proposed results framework and budget, along with the analytical and policy foundations for the results-based presentation.

(b) Section B provides the assumptions used for the results-based budget presentations, including from the various sources of funds.

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(c) Section C sets out the results-based formulations, including objectives, expected accomplishments and indicators, resource assumptions, and the risks, constraints and dependencies associated with achieving the objectives.

(d) Section D provides the summary of results-based budgets by objectives.

(e) Section E provides the impact of a zero nominal growth scenario on the proposed budgets for 2019 and 2020.

(f) Section F presents concluding comments and observations regarding the potential usefulness of the results-based budgeting presentation and the possible implications of a zero nominal growth policy for the Secretariat.

3. All references to dollars ($) are to United States dollars.

A. Background, purpose and structure of the present note

1. Legislative and financial mandate of the Secretariat

4. By its decision VCI/8, the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer designated the United Nations Environment Programme (UNEP) as the Secretariat of the Convention. Consistent with the acceptance of UNEP to serve as the Secretariat for the Vienna Convention and its Montreal Protocol, the Secretariat for the Vienna Convention and its Montreal Protocol (the Ozone Secretariat) is a distinctive office within UNEP that operates according to the mandate bestowed upon it by the two treaties.

5. The authority of the Secretariat is derived from the relevant articles of the Vienna Convention and the Montreal Protocol, as amended and adjusted, and the decisions of the governing bodies of the treaties, specifically the Conference of the Parties to the Vienna Convention and the Meeting of the Parties to the Montreal Protocol. The Conference of the Parties and the Meeting of the Parties have overall authority to set the policy and continuously review the implementation of the Vienna Convention, the Montreal Protocol and any decisions of the Conference of the Parties and the Meeting of the Parties.

6. The Executive Secretary of the Ozone Secretariat acts in accordance with the authority delegated to her by the Executive Director of UNEP on 1 November 2016 under the delegation of authority policy and framework for the management and administration of multilateral environmental agreement secretariats.

7. With regard to the budgetary and financial arrangements of the Secretariat, by its decision VCI/9, the Conference of the Parties to the Vienna Convention established a United Nations Trust Fund for the Vienna Convention to finance expenditures approved by the parties. A similar trust fund for the Montreal Protocol was established by the Meeting of the Parties by its decision I/14 to finance expenditures approved by the parties.

8. Financial, administrative and recruitment activities are undertaken in accordance with the administrative and financial rules and regulations of the United Nations and the United Nations intergovernmental bodies, including the General Assembly and the Economic and Social Council, the directives of the Secretary-General and the directives of UNEP as called for by its Executive Director.

2. Defining a results framework for the Secretariat

9. The Vienna Convention and its Montreal Protocol are the first global environmental treaties to achieve universal ratification, in 2009, now ratified by 197 parties. Together, they have established a successful ozone protection regime, with sound scientific knowledge serving as the basis for appropriate policies and action under the Convention and the Protocol.

10. The logical starting point for a results framework for the Secretariat are the objectives of the Vienna Convention and the Montreal Protocol. The goal of the Vienna Convention is set out in the preamble to the Convention, where it is stated that the parties to the Convention are "[d]etermined to protect human health and environment against adverse effects resulting from modifications of the ozone layer". The Montreal Protocol follows in its preamble that its parties are "[d]etermined to protect the ozone layer by taking precautionary measures to control equitably total global emissions of substances that deplete it, with the ultimate objective of their elimination on the basis of developments in scientific knowledge, taking into account technical and economic considerations and bearing in mind the developmental needs of developing countries".

11. The role of the Ozone Secretariat is to help the parties to achieve the objectives of the two treaties through the effective implementation of the treaties and their provisions as amended by the parties over the years. The Secretariat discharges the functions specified in Article 7 of the Vienna

Convention and Article 12 of the Montreal Protocol.[1] In addition to the specific duties defined in the treaties themselves, the Secretariat must respond to specific decisions of the respective parties arising from their periodic meetings.

12. As a result, the results framework proposed in the present note has a clear foundation in the basic texts of the Vienna Convention and the Montreal Protocol, as is shown in table 1 below and in the decisions of the parties.

Table 1

Definition of the Secretariat role	*Proposed objective*
Vienna Convention Article 7 (a) Montreal Protocol Article 12 (a)	Objective 1: organize the financing and logistics for the meetings under the Vienna Convention and Montreal Protocol
Vienna Convention Article 7 (b), (d), (f) Montreal Protocol, Article 12 (c)	Objective 2: provide substantive support to the discussions of the parties in their various meetings and to scientists/experts in the assessment panels and their subsidiary bodies
Vienna Convention Article 7 (c) Montreal Protocol, Article 12 (e), (f)	Objective 3: prepare for the entry into force and support the implementation of the Kigali Amendment to the Montreal Protocol
Vienna Convention Article 7 (b) Montreal Protocol, Article 12 (c)	Objective 4: manage data and information submitted by parties and monitor parties' compliance
Decisions of the parties	Objective 5: implement strategic communication activities and a global campaign to commemorate the annual International Ozone Day (16 September)
Vienna Convention Article 7 (a), (e) Montreal Protocol, Article 12 (d)	Objective 6: ensure cooperation with other multilateral environmental agreements and international programmes as appropriate

13. In addition to the objectives shown above, the Secretariat operates with an important imperative to manage and administer the human and financial resources entrusted to it. This priority is not specifically mentioned in the results framework proposed above but instead is assumed to be present throughout the work programmes of the Secretariat. This includes, for example, ensuring that staff and consultants are recruited effectively, performance of each staff member is monitored, "value for money" criteria are applied to all expenditures, and all transactions are recorded and monitored against the budget.

3. Formulating a results-based presentation format

14. The Secretariat operates within the broad administrative policies of UNEP, which provides its governing body with a results-based budget. The UNEP budget presentation complies with best practices and should be familiar to many of the Secretariat's constituents. Therefore, the starting point for the Secretariat's results-based budget presentation is that of UNEP.

15. Therefore, the format for the Secretariat's results framework that is set out in section C is a structured table comprising: (a) a statement of the objective; (b) a series of expected achievements, with proposed indicators and target dates for each expected achievement; and (c) additional narrative on risks, constraints and dependencies. This is followed by a table presenting the level of staff and non-staff resources that are proposed for the objective, where practical in terms of expected achievement.

16. The resource requirements for each objective include those provided from both the trust funds of the Vienna Convention and the Montreal Protocol and the programme support cost resources made available to the Secretariat. It is a basic premise of results-based budgeting that all significant sources of funds are included so that, for example, the relationship between inputs provided and results achieved can be assessed in a meaningful and transparent manner. This is consistent with the financial management principle of fungibility, which means that the resources are effectively pooled for expenditure by the Secretariat in order to meet the objectives and expected accomplishments. However, the breakdown by sources of funds is shown.

[1] See the annex to the present note for the text of the relevant articles of the Vienna Convention and Montreal Protocol referring to the functions of the Secretariat.

B. Assumptions used for the results-based budget presentation

17. The definition of zero nominal growth for 2019 and 2020 is summarized in the assumptions and calculations that follow.

18. As a first principle, the baseline for a zero nominal growth scenario for both 2019 and 2020 is the total of the direct costs for the proposed revised budget for 2018 for the Trust Fund for the Montreal Protocol, the approved budget for 2018 for the Trust Fund for the Vienna Convention and the 2018 allocation of the programme support cost budget as presented in table 2.

Table 2
Sources of funds for the results-based budget for 2018 and baseline for the zero nominal growth scenarios for 2019 and 2020

Proposed revised 2018 budget for the Trust Fund for the Montreal Protocol	4 699 080
Approved 2018 budget for the Trust Fund for the Vienna Convention	697 493
2018 programme support costs budget allocation	394 698
Total	**5 791 271**

19. The budgetary contributions from the Trust Fund for the Vienna Convention for 2018, 2019 and 2020 are the budgets that were approved for those three years by the Conference of the Parties to the Vienna Convention at its eleventh meeting, held in Montreal, Canada, in 2017 (see table 3).

20. The direct costs are incorporated in the results-based budgeting scenarios for the respective years.

Table 3
Contribution from the Trust Fund for the Vienna Convention

Trust Fund for the Vienna Convention	*2018*	*2019*	*2020*
Direct costs	697 493	708 833	1 212 398
Programme support costs	90 674	92 148	157 612
Total budget	**788 167**	**800 981**	**1 370 010**

21. The budgetary contributions from the Trust Fund for the Montreal Protocol are as follows:

(a) For 2018, the proposed revised budget amount of $5,326,722 is the contribution.

(b) For 2019, the zero nominal growth is kept at the level of the 2018 proposed revised budget, which is lower than the approved budget for 2018.

(c) For 2019, the proposed budget is increased over the proposed revised 2018 budget by $303,908.

(d) For both the 2020 zero nominal growth budget and the proposed budget, the proposed amounts are reduced by $307,360, which is the amount budgeted under the Vienna Convention as the contribution from the Trust Fund for the Vienna Convention towards the meetings of the Bureau of the Thirtieth Meeting of the Parties and the combined meeting of the Conference of the Parties to the Vienna Convention and the Meeting of the Parties to the Montreal Protocol ($252,000 + $20,000 = $272,000, + programme support costs of $35,360 = $307,360).

(e) For the 2020 proposed budget, there is a net decrease of $215,988 compared to the 2019 proposed budget (increase in staff costs of $30,860, increase in meeting costs of $50,000, decrease of $272,000 (see (d) above) = $191,140, – programme support costs of $24,848 = $215,988).

(f) For 2020, the zero nominal growth budget is the proposed revised budget for 2018 ($5,326,722) – $307,360 (see (d) above) = $5,019,362.

(g) The direct costs are incorporated into the results-based scenarios.

Table 4
Contribution from the Trust Fund for the Montreal Protocol

Trust Fund for the Montreal Protocol	*Proposed revised 2018*	*Zero nominal growth 2019*	*Proposed 2019*	*Zero nominal growth 2020*	*Proposed 2020*
Direct costs	4 699 080	4 699 080	4 982 859	4 427 080	4 791 718
Programme support costs	627 642	627 642	647 772	592 282	622.923
Total budget	**5 326 722**	**5 326 722**	**5 630 630**	**5 019 362**	**5 414 641**

22. The amount available to the Secretariat from the programme support costs budget in 2018 is $394,698; however, the budgets for 2019 and 2020 cannot be forecast with precision, since (1) the amount in any given year is based on the previous year's expenditures, and (2) the amount retained by the United Nations Environment Programme for central administrative functions is approximately 33 per cent but varies from year to year. The programme support costs contribution available to the Secretariat is approximately 67 per cent and has been estimated at $400,000 for the years 2019 and 2020 for the purpose of the results-based budgeting.

23. The total available resources used for the results-based budgeting exercise are set out in table 5.

Table 5
Assumed total available resources for results-based budgets for 2018, 2019 and 2020

Source of funds	*Proposed revised 2018*	*Zero nominal growth 2019*	*Proposed 2019*	*Zero nominal growth 2020*	*Proposed 2020*
Trust Fund for the Vienna Convention	697 493	708 833	708 833	1 212 398	1 212 398
Trust Fund for the Montreal Protocol	4 699 080	4 699 080	4 982 859	4 427 080	4 791 718
Programme support costs	394 698	400 000	400 000	400 000	400 000
Total direct costs	**5 791 271**	**5 807 913**	**6 091 692**	**6 039 478**	**6 404 116**

24. Those totals were adopted as targets in the development of the zero nominal growth budget and work programme proposals reflected above in the results frameworks and resource requirement tables (tables 6–17) and analysed in section E. The indicative resources, by source of funds, are included in the tables.

C. Objectives, indicators and risks

25. The results frameworks and estimated resources for the Secretariat's six proposed objectives are presented in tables 6 to 17 below.

Table 6

Objective 1: Organize the finance and logistics of the meetings under the Vienna Convention and Montreal Protocol

(a) Implementation Committee meetings
(b) Meetings of the Open-ended Working Group of the Parties to the Montreal Protocol
(c) Meetings of the Conference of the Parties to the Vienna Convention every three years and of the parties to the Montreal Protocol every year
(d) Bureau Meetings of the Vienna Convention and the Montreal Protocol
(e) Ad hoc and informal meetings and workshops as and when requested by the parties
(f) Meetings of the assessment panels and their subsidiary bodies (technical options committees and task forces)
(g) Meetings of the Ozone Research Managers every three years
(h) Meetings of the Advisory Committee under the Vienna Convention Trust Fund for Observation and Research

Expected accomplishments	*Indicators of achievement*	*Target dates*
1.1 All logistical arrangements, including staffing, material and equipment needs of the meetings, are coordinated and put in place.	High-quality and timely organization and logistical arrangements of meetings are within budget allocations, and parties are satisfied.	Benchmark dates associated with meeting dates.
1.2 All meeting documents are issued in a timely manner, in the six official languages and in accordance with the relevant rules of the United Nations.	Documents are issued in a timely manner.	
1.3 Travel and daily subsistence allowance arrangements for participants from developing countries and countries with economies in transition to attend the meetings are facilitated on the basis of the relevant United Nations rules, and carbon footprint neutrality is achieved for travel of participants to meetings.	Good travel and daily subsistence allowance arrangements made for funded participants with regional balance and timeliness of nominations and appointments and carbon credits are purchased to offset the carbon footprint associated with travel of participants to meetings.	
1.4 Assessment panels and technical options committees are assisted in organizing their meetings and logistical and financial support are provided as necessary.	Assessment panels and committees find assistance helpful and high-quality logistical support is provided.	

Risks, constraints and dependencies

Compliance with the financial regulations and rules of the United Nations (ST/SGB/2013/4) and Administrative Instruction on Official Travel (ST/AI/2013/3).

Table 7
Financial resources required for objective 1

		Revised 2018			*2019 zero nominal growth*	*Proposed 2019*	*2020 zero nominal growth*	*Proposed 2020*
	Expected accomplishments for objective 1	*Staff*	*Non-staff*	*Total*	*Total*	*Total*	*Total*	*Total*
1.1	All logistical arrangements, including the staffing, material and equipment needs of the meetings, are coordinated and put in place.	**249 098**	**1 192 844**	**1 441 942**	**1 430 886**	**1 699 424**	**1 449 149**	**1 769 507**
	Indicative resources from the Trust Fund for the Montreal Protocol	*98 086*	*1 180 744*	*1 278 830*	*1 265 218*	*1 533 756*	*993 399*	*1 313 757*
	Indicative resources from the Trust Fund for the Vienna Convention	*68 902*	*5 500*	*74 402*	*75 316*	*75 316*	*363 721*	*363 721*
	Indicative resources from the programme support cost budget	*82 110*	*6 600*	*88 710*	*90 352*	*90 352*	*92 029*	*92 029*
1.2	All meeting documents are issued in a timely manner, in the six official languages and in accordance with the relevant rules of the United Nations.	**126 684**	**21 500**	**148 184**	**150 142**	**150 158**	**150 913**	**152 743**
	Indicative resources from the Trust Fund for the Montreal Protocol	*79 482*	*9 700*	*89 182*	*90 167*	*90 183*	*89 973*	*91 803*
	Indicative resources from the Trust Fund for the Vienna Convention	*8 052*	*5 000*	*13 052*	*13 242*	*13 242*	*13 407*	*13 407*
	Indicative resources from the programme support cost budget	*39 150*	*6 800*	*45 950*	*46 733*	*46 733*	*47 533*	*47 533*
1.3	Travel and daily subsistence allowance arrangements for participants from developing countries and countries with economies in transition to attend the meetings are facilitated on the basis of the relevant United Nations rules.	**179 806**	**859 700**	**1 039 506**	**1 042 526**	**1 042 541**	**1 064 381**	**1 066 211**
	Indicative resources from the Trust Fund for the Montreal Protocol	*41 235*	*854 700*	*895 935*	*896 154*	*896 169*	*895 181*	*897 011*
	Indicative resources from the Trust Fund for the Vienna Convention	*46 321*	*5 000*	*51 321*	*52 277*	*52 277*	*73 221*	*73 221*
	Indicative resources from the programme support cost budget	*92 250*	–	*92 250*	*94 095*	*94 095*	*95 979*	*95 979*
1.4	Assessment panels and technical options committees are assisted in organizing their meetings and logistical and financial support are provided as necessary.	**148 322**	**484 700**	**633 022**	**620 412**	**635 427**	**621 624**	**638 454**
	Indicative resources from the Trust Fund for the Montreal Protocol	*37 062*	*479 700*	*516 762*	*501 898*	*516 913*	*500 839*	*517 669*
	Indicative resources from the Trust Fund for the Vienna Convention	*47 810*	*5 000*	*52 810*	*53 795*	*53 795*	*54 770*	*54 770*
	Indicative resources from the programme support cost budget	*63 450*	–	*63 450*	*64 719*	*64 719*	*66 015*	*66 015*
	Totals for objective 1 (all funding sources)	**703 910**	**2 558 744**	**3 262 654**	**3 243 966**	**3 527 550**	**3 286 067**	**3 626 915**

Table 8

Objective 2: Provide substantive support to the discussions of the parties in their various meetings and to scientists/experts in the assessment panels and their subsidiary bodies

Expected accomplishments of the Secretariat	*Indicators of achievement*	*Target dates*
2.1 Standard accomplishments related to meetings:		
(a) *Documents for all the meetings are drafted and finalized in a timely manner;*	High-quality documents are issued.	Six weeks on average before the start of the meetings concerned.
(b) *Decisions and recommendations of the parties on all issues are implemented, monitored and ensured;*	Decisions are implemented by the parties, Secretariat and other stakeholders in a timely and effective manner.	Throughout the years.
(c) *Co-Chairs and Presidents are provided with high-quality and accurate advice on procedures and substantive matters in conducting their meetings;*	Meetings are conducted smoothly and with clarity on issues, options and way forward.	Duration of the meetings.
(d) *Assessment panels and their subsidiary bodies are supported by the Secretariat, which will serve as a conduit between the panels and the parties to ensure clear communication and understanding;*	The assessment panels and their subsidiary bodies complete all tasks in accordance with the request of the parties and the key findings are communicated clearly.	Six weeks on average before the Open-ended Working Group meetings and the meetings of the parties.
(e) *Opportunities and emerging issues are considered by the parties;*	Parties address important opportunities and emerging issues.	Throughout the years.
(f) *As and when needed, parties are assisted in reaching consensus on issues through informal consultations, appropriate advice and presentation of options and associated analyses.*	Parties reach consensus and take informed decisions.	As needs arise.
2.2 Standard accomplishments related specifically to Vienna Convention meetings:		
(a) *The Vienna Convention Trust Fund for Observation and Research managed and activities carried out with the Advisory Committee and the World Meteorological Organization;*	Decisions are taken on funding of projects by the Trust Fund and projects implemented.	Throughout the years.
(b) *The meetings and activities of the Advisory Committee under the Vienna Convention are supported by the Secretariat.*	Project proposals are reviewed and fundraising strategies are implemented.	Throughout the years.
2.3 Specific accomplishments emanating from specific decisions of the parties:		
(a) *Workshop on energy efficiency opportunities while phasing down hydrofluorocarbons in 2018 (decision XXIX/10) is well organized with a well-designed, high-quality programme, good resource persons and informative background documents;*	Design and content of the workshop are high-quality; parties are well informed of the issue of energy efficiency; parties hold lively discussions.	Workshop dates of 9–10 July 2018.
(b) *Tabular overview of safety standards (decision XXIX/11) produced for review by the parties.*	High-quality first draft is reviewed by the parties and feedback is received to further work on it.	June 2018.
Risks, constraints and dependencies		
Work is dependent on the decisions, recommendations and requests of the parties.		

Table 9
Financial resources required for objective 2

		Revised 2018			2019 zero nominal growth	Proposed 2019	2020 zero nominal growth	Proposed 2020
	Expected accomplishments for objective 2	*Staff*	*Non-staff*	*Total*	*Total*	*Total*	*Total*	*Total*
2.1	Standard accomplishments related to meetings	**295 225**	**80 343**	**375 568**				
	Indicative resources from the Trust Fund for the Montreal Protocol	*201 004*	*57 800*	*258 804*				
	Indicative resources from the Trust Fund for the Vienna Convention	*54 921*	*15 943*	*70 864*				
	Indicative resources from the programme support cost budget	*39 300*	*6 600*	*45 900*				
2.2	Standard accomplishments related specifically to Vienna Convention meetings	**55 411**	**24 800**	**80 211**				
	Indicative resources from the Trust Fund for the Montreal Protocol	*30 231*	*19 800*	*50 031*	Cannot be estimated in a meaningful manner			
	Indicative resources from the Trust Fund for the Vienna Convention	*25 180*	*5 000*	*30 180*				
	Indicative resources from the programme support cost budget	–	–	–				
2.3	Specific accomplishments emanating from specific decisions of the parties	**126 292**	**163 550**	**289 842**				
	Indicative resources from the Trust Fund for the Montreal Protocol	*88 092*	*158 550*	*246 642*				
	Indicative resources from the Trust Fund for the Vienna Convention	*32 860*	*5 000*	*37 860*				
	Indicative resources from the programme support cost budget	*5 340*	–	*5 340*				
	Expected accomplishments for objective 2							
	Indicative resources from the Trust Fund for the Montreal Protocol				*560 047*	*560 092*	*561 117*	*566 607*
	Indicative resources from the Trust Fund for the Vienna Convention				*141 251*	*141 251*	*323 555*	*323 555*
	Indicative resources from the programme support cost budget				*52 133*	*52 133*	*53 045*	*53 045*
	Totals for objective 2 (all funding sources)	**476 928**	**268 693**	**745 621**	**753 431**	**753 476**	**937 717**	**943 207**

Table 10
Objective 3: Prepare for the entry into force and support the implementation of the Kigali Amendment to the Montreal Protocol

Expected accomplishments	*Indicators of achievement*	*Target dates*
3.1 Ratification and preparation for implementation of the Kigali Amendment:		
(a) Parties assisted on the ratification of the Kigali Amendment, including with relevant documents, advice and visits when needed, and the ratification status is monitored closely;	The parties are well informed of ratification and implementation; ratification by many parties; no unanswered questions of the parties on ratification and implementation.	Throughout the years until as many countries as possible have ratified.
(b) Work on the Kigali Amendment text and its ratification are coordinated with the United Nations treaty depositary and any relevant issues that arise are addressed (e.g. corrections necessary on the final texts of the Amendment);	Any corrections to the Kigali Amendment are addressed quickly; revisions are issued when needed; ratification issues are addressed by the depositary effectively when needed.	Throughout the years.
(c) Support is given to parties in the operationalization and implementation of the Kigali Amendment provisions (the operational plan and calendar were set out in UNEP/OzL.Pro.WG.1/39/INF/1 (2017)), including:		
(i) New data reporting forms are available for use by the parties;	New data reporting forms are adopted and disseminated.	November 2018.
(ii) A tool for online data reporting is developed;	Updated database is running effectively.	First trimester of 2019.
(iii) Updated database is available for the Secretariat to record data submitted by parties;	Online reporting tool is developed.	July 2018.
(iv) Various sections of the Secretariat's website are updated with Kigali Amendment information.	The updated website and handbook are available with all necessary information for the parties.	
3.2 Cooperation with other United Nations and non-United Nations entities for the implementation of the Kigali Amendment		
(a) The Secretariat is engaged with the Multilateral Fund Secretariat, the implementing agencies and the Executive Committee of the Multilateral Fund on actions arising from the Kigali Amendment and related decisions (e.g. decision XXVIII/2) to ensure their reporting of progress to the parties;	Progress is made on decision XXVIII/2; results are communicated to the parties; and parties give their input.	November 2018.
(b) The Secretariat is engaged with the United Nations, other international organizations and other stakeholders on the implementation of the Kigali Amendment and related decisions of the parties (e.g. on energy efficiency, safety standards and harmonized systems codes).	Good coordination, coherence and working relationship with the treaty depositary, the Multilateral Fund and its entities and other stakeholders in the ratification and implementation of the Kigali Amendment.	Throughout the years.

Risks, constraints and dependencies

The ratification process is dependent on national requirements, procedures and circumstances. The adoption of new data reporting forms is subject to decision by the parties.

Table 11
Financial resources required for objective 3

		Revised 2018			*2019 zero nominal growth*	*Proposed 2019*	*2020 zero nominal growth*	*Proposed 2020*
	Expected accomplishments for objective 3	*Staff*	*Non-staff*	*Total*	*Total*	*Total*	*Total*	*Total*
3.1	Ratification and preparation for implementation of the Kigali Amendment	**125 821**	**19 700**	**145 521**	**147 461**	**147 476**	**148 213**	**150 043**
	Indicative resources from the Trust Fund for the Montreal Protocol	*96 261*	*14 700*	*110 961*	*112 281*	*112 296*	*112 430*	*114 260*
	Indicative resources from the Trust Fund for the Vienna Convention	*26 260*	*5 000*	*31 260*	*31 814*	*31 814*	*32 350*	*32 350*
	Indicative resources from the programme support cost budget	*3 300*	–	*3 300*	*3 366*	*3 366*	*3 433*	*3 433*
3.2	Cooperation with other United Nations and non-United Nations entities for the implementation of the Kigali Amendment	**104 495**	**14 700**	**119 195**	**120 709**	**120 724**	**121 026**	**122 856**
	Indicative resources from the Trust Fund for the Montreal Protocol	*80 770*	*9 700*	*90 470*	*91 480*	*91 495*	*91 314*	*93 144*
	Indicative resources from the Trust Fund for the Vienna Convention	*20 425*	*5 000*	*25 425*	*25 863*	*25 863*	*26 279*	*26 279*
	Indicative resources from the programme support cost budget	*3 300*	–	*3 300*	*3 366*	*3 366*	*3 433*	*3 433*
	Totals for objective 3 (all funding sources)	**230 316**	**34 400**	**264 716**	**268 170**	**268 200**	**269 239**	**272 899**

Table 12
Objective 4: Manage data and information submitted by parties and monitor parties' compliance

Expected accomplishments	*Indicators of achievement*	*Target dates*
4.1 Article 7 and other data and information reporting		
(a) Article 7 data on production and consumption of controlled substances are received from the parties and managed including the following:		Throughout the years.
(i) Data are recorded accurately in the database;	Article 7 data are received on time and managed well.	
(ii) Database is constantly updated and maintained;	Recording of data received is timely and accurate.	
(iii) Any discrepancies/errors in the submissions are identified and resolved with the parties concerned;	Database is accurate and up-to-date.	
(iv) Analyses are carried out and cases of non-compliance with the relevant reduction and phase-out schedules are identified;	Cases of non-compliance are identified.	
(v) Reports on data for the parties and the Implementation Committee are drafted and finalized in a timely manner.	Good-quality reports on data are issued in a timely manner.	
(b) Various data and information submitted by the parties as required by the Protocol and decisions of the parties (e.g. on essential and critical uses and associated accounting frameworks, data and information on stocks; feedstocks; process agent uses; lab and analytical uses; and quarantine and pre-shipment uses) are received from the parties and managed by the Secretariat.	Information and data are correct, accurate and timely; database is up-to-date and other records of the Secretariat reflect all data and information reported by the parties.	Throughout the years.
4.2 New online data reporting tool and support		
(a) New online data reporting tool for parties to report Article 7 data developed and launched (cross-referenced with objective 3); data analysed based on the new tool;	Effective and efficient online data reporting tool is developed, launched and used by the parties to their satisfaction.	First trimester of 2019.
(b) Parties are provided support on the new tool as needed to ensure a seamless transition from manual reporting to online reporting.	Parties use the new data forms with ease.	After the first trimester of 2019 and throughout 2019.
4.3 Non-compliance procedure and Implementation Committee		
(a) Potential cases of non-compliance by the parties are investigated and reports, including options and recommendations on the way forward, are prepared for consideration by the Implementation Committee;	Cases of non-compliance are analysed and reported; high-quality documents for the Implementation Committee are submitted; and the Committee takes informed decisions on its recommendations for action.	Throughout the years.
(b) The President of the Implementation Committee is provided with high-quality substantive advice and support in conducting meetings.	Meeting is conducted smoothly and successfully by the President, with good outcomes.	Implementation Committee meetings.
Risks, constraints and dependencies		
To be implemented in accordance with the non-compliance procedure of the Montreal Protocol.		

Table 13
Financial resources required for objective 4

		Revised 2018			2019 zero nominal growth	Proposed 2019	2020 zero nominal growth	Proposed 2020
	Expected accomplishments for objective 4	*Staff*	*Non-staff*	*Total*	*Total*	*Total*	*Total*	*Total*
4.1	Article 7 and other data and information reporting	**137 430**	**14 700**	**152 130**				
	Indicative resources from the Trust Fund for the Montreal Protocol	*120 947*	*9 700*	*130 647*				
	Indicative resources from the Trust Fund for the Vienna Convention	*13 783*	*5 000*	*18 783*				
	Indicative resources from the programme support cost budget	*2 700*	–	*2 700*				
4.2	New online data reporting tool and support	**107 521**	**148 398**	**255 919**				
	Indicative resources from the Trust Fund for the Montreal Protocol	*94 630*	*119 700*	*214 330*	Cannot be estimated in a meaningful manner			
	Indicative resources from the Trust Fund for the Vienna Convention	*10 191*	*5 000*	*15 191*				
	Indicative resources from the programme support cost budget	*2 700*	*23 698*	*26 398*				
4.3	Non-compliance procedure and Implementation Committee	**125 610**	**14 700**	**140 310**				
	Indicative resources from the Trust Fund for the Montreal Protocol	*115 859*	*9 700*	*125 559*				
	Indicative resources from the Trust Fund for the Vienna Convention	*7 051*	*5 000*	*12 051*				
	Indicative resources from the programme support cost budget	*2 700*	–	*2 700*				
	Expected accomplishments for objective 4							
	Indicative resources from the Trust Fund for the Montreal Protocol				*365 350*	*365 395*	*366 665*	*372 156*
	Indicative resources from the Trust Fund for the Vienna Convention				*46 733*	*46 733*	*47 366*	*47 366*
	Indicative resources from the programme support cost budget				*30 242*	*30 242*	*23 239*	*23 239*
	Totals for objective 4 (all funding sources)	**370 561**	**177 798**	**548 359**	**442 325**	**442 370**	**437 270**	**442 761**

Table 14

Objective 5: Implement strategic communication activities and a global campaign to commemorate the annual International Ozone Day (16 September)

Expected accomplishments	*Indicators of achievement*	*Target dates*
5.1 Website, country profiles and corporate identity:		
(a) A new Secretariat website that better supports the parties and other stakeholders and strengthens the Secretariat's image and impact is launched;	Modern, informative, interactive and user-friendly website (including country profiles and meetings portal) is in existence and used by all stakeholders, which provide positive feedback.	July 2018.
(b) Online country profiles are launched within the new website that encompass key information on each party's implementation of the Montreal Protocol and the Vienna Convention;	New, informative country profiles are in existence and used by stakeholders, who provide positive feedback.	July 2018.
(c) A corporate identity is designed and disseminated.	Corporate identity is available and used by the Secretariat and stakeholders as appropriate.	2019.
5.2 Public awareness, communication and reporting:		
(a) Communication campaign is designed and implemented to promote awareness of ozone protection, including through commemorative activities with parties on International Ozone Day;	Public information, materials and messages are disseminated, including through social media; public awareness of the issues is raised; and International Ozone Day is celebrated in many countries.	September 2018, 2019, 2020.
(b) The United Nations Environment Programme's Goodwill and Regional Ambassadors to promote the Montreal Protocol (including the Kigali Amendment and its ratification) are mobilized;	Messaging done by the Goodwill/Regional Ambassadors; and public awareness and knowledge about the protection of the ozone layer is heightened.	Throughout the years.
(c) The website and information contained therein (e.g. science, environmental effects, technologies and economics, policies and decisions adopted by the parties, progress and history) is updated and maintained;	Latest information on all aspects of ozone layer depletion and protection is available and easily accessed.	Throughout the years.
(d) Reporting by the International Institute for Sustainable Development on the meetings of the Vienna Convention and Montreal Protocol is accurate and relevant.	Information on proceedings at meetings is disseminated in a timely and accurate manner.	July 2018 and November 2018.
5.3 Updated editions of the Montreal Protocol Handbook and the Vienna Convention Handbook are issued, online and in print, to include all decisions to date.	Updated handbooks are available and users provide positive feedback.	July 2018.
Risks, constraints and dependencies		
Dependent on additional resources to develop the website and online reporting tool.		

Table 15
Financial resources required for objective 5

		Revised 2018			2019 zero nominal growth	Proposed 2019	2020 zero nominal growth	Proposed 2020
	Expected accomplishments for objective 5	*Staff*	*Non-staff*	*Total*	*Total*	*Total*	*Total*	*Total*
5.1	Website, country profiles and corporate identity	**193 958**	**64 800**	**258 758**				
	Indicative resources from the Trust Fund for the Montreal Protocol	*122 664*	*59 800*	*182 464*				
	Indicative resources from the Trust Fund for the Vienna Convention	*68 594*	*5 000*	*73 594*				
	Indicative resources from the programme support cost budget	*2 700*	–	*2 700*				
5.2	Public awareness, communication and reporting	**88 618**	**49 700**	**138 318**				
	Indicative resources from the Trust Fund for the Montreal Protocol	*27 454*	*29 700*	*57 154*				
	Indicative resources from the Trust Fund for the Vienna Convention	*58 465*	*20 000*	*78 465*	Cannot be estimated in a meaningful manner			
	Indicative resources from the programme support cost budget	*2 700*	–	*2 700*				
5.3	Updated editions of the Montreal Protocol Handbook and the Vienna Convention Handbook are issued, online and in print, to include all decisions to date.	**89 938**	**24 470**	**114 408**				
	Indicative resources from the Trust Fund for the Montreal Protocol	*74 540*	*19 470*	*94 010*				
	Indicative resources from the Trust Fund for the Vienna Convention	*12 697*	*5 000*	*17 697*				
	Indicative resources from the programme support cost budget	*2 700*	–	*2 700*				
	Expected accomplishments for objective 5							
	Indicative resources from the Trust Fund for the Montreal Protocol				*456 307*	*456 352*	*455 445*	*460 954*
	Indicative resources from the Trust Fund for the Vienna Convention				*172 638*	*172 638*	*180 489*	*180 489*
	Indicative resources from the programme support cost budget				*8 262*	*8 262*	*8 427*	*8 427*
	Totals for objective 5 (all funding sources)	**372 514**	**133 970**	**511 484**	**637 207**	**637 252**	**644 361**	**649 851**

Table 16

Objective 6: Ensure cooperation with other multilateral environmental agreements and international programmes as appropriate

Expected accomplishments	*Indicators of achievement*	***Target dates***
6.1 Cooperation with the United Nations and other multilateral environmental agreements:		
(a) The Secretariat is engaged with the United Nations Environment Programme and its divisions and subprogrammes to strengthen cooperation to ensure effective delivery and synergies;	Potential areas of synergies and modalities of cooperation in those areas are identified and used to strengthen cooperation and enhance synergies.	Throughout the years.
(b) The Secretariat is engaged with other multilateral environmental agreements and international programmes (e.g., the United Nations Framework Convention on Climate Change, the Convention on Biological Diversity, the International Plant Protection Convention, the International Civil Aviation Organization, the Strategic Approach to International Chemicals Management, the Green Customs Initiative and Sustainable Energy for All) to identify issues of common interest and strengthen cooperation to enhance synergies;	Issues of common interest are identified; cooperation is strengthened; useful inputs are provided towards relevant activities of other bodies; and synergies are enhanced where possible.	Throughout the years.
(c) The Secretariat participates in the various activities related to the Sustainable Development Goals where appropriate, including preparing the reports of the Presidents of the Montreal Protocol and Vienna Convention to the high-level political forum on sustainable development.	Montreal Protocol and Vienna Convention inputs are provided to the Sustainable Development Goals process; and visibility and understanding of the treaties' contributions towards the Sustainable Development Goals are increased.	Throughout the years.
6.2 Representational missions:		
(a) The Secretariat participates in the meetings of the Executive Committee of the Multilateral Fund and supports their work as appropriate;	Support is provided to the work of the Executive Committee as appropriate and the work of the Committee is followed.	Meetings of the Executive Committee.
(b) The Secretariat participates in and assists the regional networks and meetings of Ozone Officers under the Compliance Assistance Programme of the United Nations Environment Programme;	The Compliance Assistance Programme finds the support of the Secretariat useful.	Meetings of the ozone networks.
(c) The Secretariat represents the Vienna Convention and the Montreal Protocol in international forums (e.g. Council of the Global Environment Facility, United Nations Environment Assembly and Cooling for All).	Inputs from the Vienna Convention and Montreal Protocol are made to the various forums as needed; visibility is increased; relationships and cooperation are enhanced, leading to enhanced synergies and results.	As needed.

Risks, constraints and dependencies

Cooperation with other multilateral environmental agreements and international programmes is dependent on areas and activities of common interest on which to establish cooperation, and on the willingness of the relevant multilateral environmental agreements and international programmes to cooperate.

Good planning and preparation for each mission is important in ensuring that added-value is provided, messages are communicated effectively and the interests of the Vienna Convention and the Montreal Protocol are represented accurately taking into consideration political sensitivities.

Table 17
Financial resources required for objective 6

		Revised 2018			2019 zero nominal growth	Proposed 2019	2020 zero nominal growth	Proposed 2020
	Expected accomplishments for objective 6	*Staff*	*Non-staff*	*Total*	*Total*	*Total*	*Total*	*Total*
6.1	Cooperation with the United Nations and other multilateral environmental agreements	**135 887**	**65 982**	**201 869**	**204 011**	**204 026**	**204 968**	**206 798**
	Indicative resources from the Trust Fund for the Montreal Protocol	*99 328*	*60 982*	*160 310*	*161 692*	*161 707*	*161 904*	*163 733*
	Indicative resources from the Trust Fund for the Vienna Convention	*33 259*	*5 000*	*38 259*	*38 953*	*38 953*	*39 631*	*39 631*
	Indicative resources from the programme support cost budget	*3 300*	–	*3 300*	*3 366*	*3 366*	*3 433*	*3 433*
6.2	Representational missions	**140 610**	**115 957**	**256 567**	**258 803**	**258 818**	**259 857**	**261 686**
	Indicative resources from the Trust Fund for the Montreal Protocol	*105 089*	*91 900*	*196 989*	*198 486*	*198 501*	*198 816*	*200 645*
	Indicative resources from the Trust Fund for the Vienna Convention	*32 221*	*24 057*	*56 278*	*56 951*	*56 951*	*57 608*	*57 608*
	Indicative resources from the programme support cost budget	*3 300*	–	*3 300*	*3 366*	*3 366*	*3 433*	*3 433*
	Totals for objective 6 (all funding sources)	**276 497**	**181 939**	**458 436**	**462 814**	**462 844**	**464 825**	**468 484**

D. Summary of budget by objective

26. Table 18 summarizes the budgets for each objective presented in section B, including the proposed and zero nominal growth assumptions for 2019 and 2020.

27. In the three years, objectives 1 and 2 absorb the greatest proportion of the overall budgets, averaging over 70 per cent of total resources. The work programmes of the remaining objectives, while having much lower overall resource requirements, have a much higher involvement of Secretariat staff time

Table 18
Summary of budget by objectives

		Revised 2018			*2019 zero nominal growth*	*Proposed 2019*	*2020 zero nominal growth*	*Proposed 2020*
	Objective	*Staff*	*Non-staff*	*Total*	*Total*	*Total*	*Total*	*Total*
1.	Organize the finance and logistics of the meetings under the Vienna Convention and Montreal Protocol	703 910	2 558 744	3 262 654	3 243 966	3 527 550	3 286 067	3 626 915
2.	Provide substantive support to the discussions of the parties in their various meetings and to scientists/experts on the assessment panels and their subsidiary bodies	476 928	268 693	745 621	753 431	753 476	937 717	943 207
3.	Prepare for the entry into force and support the implementation of the Kigali Amendment to the Montreal Protocol	230 316	34 400	264 716	268 170	268 200	269 239	272 899
4.	Manage data and information submitted by parties and monitor parties' compliance	370 561	177 798	548 359	442 325	442 370	437 270	442 761
5.	Implement strategic communication activities and a global campaign to commemorate the annual International Ozone Day (16 September)	372 514	138 970	511 484	637 207	637 252	644 361	649 851
6.	Ensure cooperation with other multilateral environmental agreements and international programmes as appropriate	276 497	181 939	458 436	462 814	462 844	464 825	468 484
	Grand total	**2 430 727**	**3 360 544**	**5 791 271**	**5 807 913**	**6 091 692**	**6 039 478**	**6 404 117**

E. Impact of a zero nominal growth scenario on the proposed budgets for 2019 and 2020

28. The proposed budgets, in a results-based format, represent estimates of the resources required to achieve the defined objectives and expected accomplishments. From the proposed budgets, reductions need to be made to achieve zero nominal growth budgets, and for clarity those reductions are defined in terms of the traditional budget lines (see document UNEP/OzL.Pro.30/4) within the affected objectives.

29. It should also be noted that both the proposed and zero nominal growth scenarios include any staff cost increases in accordance with United Nations rules. In the case of the zero nominal growth scenario, however, those staff cost increases require equivalent amounts of reductions from other budget areas.

30. The overall difference in direct costs between the 2019 zero nominal growth and the proposed 2019 budget is $283,779. In order to achieve zero nominal growth, the following areas of service would need to be reduced:

(a) *Conference services cost of the forty-first meeting of the Open-ended Working Group ($31,500).* The budget is kept steady at the revised 2018 amount. Expected accomplishment 1.1 may be affected.

(b) *Conference services cost of the Thirty-First Meeting of the Parties ($222,024).* If the Government of Italy were to contribute to the travel costs of the staff supporting the meeting, this would not be a problem. Expected accomplishment 1.1 may be affected.

(c) *Staff travel in preparation for meetings ($15,000).* Reductions in the budget area might primarily affect expected achievement 1.1, relating to the logistical arrangement of meetings, in particular the capacity to conduct exploratory missions to assess proposed meeting venues. For example, in cases where a meeting is not held at a United Nations venue, the Secretariat may schedule one or two exploratory missions; with reduced resources available, this may become problematic.

(d) *Communication costs of Article 5 assessment panel members and organizational costs of assessment panel meetings ($15,000).* This reduction affects expected achievement 1.4, relating to meetings and logistical support to assessment panels, although, since 2019 is not an assessment year, the impact would be limited.

(e) *A minor reduction of $255*[2] *in other operational costs.* Other operational costs are spread among all 17 expected accomplishments, so this has a potential impact on each of these.

31. The overall difference in direct cost between the 2020 zero nominal growth and the proposed 2020 budget is $364,638. To achieve zero nominal growth, the following budget lines were reduced from the proposed budget:

(a) *Meeting organization costs for the forty-second meeting of the Open-ended Working Group ($31,500).* The budget is kept steady at the revised 2018 amount. Expected accomplishment 1.1 may be affected.

(b) *Meeting organization costs for the joint Twelfth Meeting of the Conference of the Parties and Thirty-Second Meeting of the Parties ($272,024).* Expected achievement 1.1, relating to the logistical arrangement of meetings, is affected. If the meeting is hosted by a party then this reduction may not be an issue; however, if the meeting is not hosted by a party, this could create logistical challenges.

(c) *Staff travel in preparation for meetings ($15,000).* As in 2019, this budget area usually covers the cost of the conference services officer's exploratory mission to assess the meeting venues being considered. Again, expected achievement 1.1, relating to the logistical arrangement of meetings, is affected.

(d) *Communication costs of Article 5 assessment panel members and organizational cost of assessment panel meetings ($15,000).* As in 2019, this affects expected achievement 1.4, relating to meetings and logistical support to the assessment panels, but, as 2020 is not an assessment year, the impact may be manageable.

[2] To achieve the zero nominal growth 2019 budget, the increased in staff costs of $30,255 were absorbed by a reduction of $15,000 in funding for staff travel to prepare for meetings, $15,000 in the communication costs of Article 5 assessment panel members and $255 in other operational costs.

(e) Other operational costs of $31,114 ($10,000 for expendable equipment, $11,114 for operation and maintenance of equipment, $5,000 for secretariat telecommunications costs and $5,000 for freight costs). Other operational costs are spread among all 17 expected accomplishments, so this has a potential impact on each of these.

F. Concluding comments and observations

1. Preparing a results-based budget presentation

32. The Secretariat found the analyses and discussions required to prepare a results-based budget presentation to be very useful. The defining of the results framework promoted a candid review of the work programmes of the Secretariat, including in particular the monitoring and assessment of progress towards expected achievements and overall objectives.

33. The allocation of resources, including both staff and non-staff budgets, was very useful in providing a formalized structure for planning activities and priorities. It is very likely that the ability of the Secretariat to plan and monitor its activities would be enhanced by continuing to use the results-based framework in its work planning.

34. However, the Secretariat is of the view that the implementation of an annual results-based budget is most beneficial in programmes that have clear substantive results over the longer term, while in the case of the Secretariat the results are dependent on the decisions of the parties that request the Secretariat to carry out different substantive tasks each year. Thus, there may be practical difficulties in establishing and maintaining an ongoing results-based work programme given the timing of the decisions of the parties.

2. Adopting a zero nominal growth policy

35. The preparation of a budget under zero nominal growth assumptions was also useful and thought-provoking. The following points may be useful in assessing whether to adopt it formally.

36. First, what are the overall trends in the Secretariat's budget, and would a zero nominal growth policy have a material impact? The revised budget for 2018 compared to the average of the approved revised budgets for the preceding five years is analysed in table 19.

Table 19
Secretariat budget trends since 2013

Year	*Approved revised budget*
2013	$4 744 796
2014	$5 065 460
2015	$6 363 557
2016	$6 772 162
2017	$5 145 954
Average 2013–2017	$5 618 386
2018	$5 309 960
Percentage change: 2018 in comparison with the average for 2013–2017	-5.5 per cent

37. In the period 2013–2017, the total budget varied considerably in response to decisions of the parties, in particular due to the additional and extraordinary meetings that were organized on discussions related to hydrofluorocarbons. The average of the period was greater than the revised budget for 2018 by over 5 percent, indicating that there is no obvious ongoing upward trend that would necessitate a zero nominal growth policy to address a lack of budgetary discipline.

38. Whether all available funds are being used with maximum efficiency is another consideration, of course, but a zero nominal growth policy would do little to address that concern; instead, the existing financial reporting by the Secretariat is the appropriate basis for such assessments.

39. Second, by its nature, the work programme of the Secretariat responds to decisions and instructions from its governing bodies. Therefore, the implementation of a zero nominal growth policy might result in occasions when the Secretariat may not have sufficient available resources to implement new requests as the budget period progresses. There may need to be a review of existing processes to handle issues of that sort should they arise.

40. Finally, the budget of the Secretariat primarily refers to non-staff costs; therefore, staff cost increases do not exert a significant upward pressure on the overall budget. On the other hand, the major non-staff costs relate to meetings, and the decisions regarding meetings have always been made

by the governing bodies with careful consideration of the cost aspects. It is therefore unclear what additional cost discipline would be achieved by formally adopting a zero nominal growth policy beyond the already existing processes.

Annex

Formal definition of the functioning of the Secretariat

Vienna Convention for the Protection of the Ozone Layer (1985)

Article 7: Secretariat

1. The functions of the secretariat shall be:

(a) To arrange for and service meetings provided for in articles 6, 8, 9 and 10;

(b) To prepare and transmit reports based upon information received in accordance with articles 4 and 5, as well as upon information derived from meetings of subsidiary bodies established under article 6;

(c) To perform the functions assigned to it by any protocol;

(d) To prepare reports on its activities carried out in implementation of its functions under this Convention and present them to the Conference of the Parties;

(e) To ensure the necessary coordination with other relevant international bodies, and in particular to enter into such administrative and contractual arrangements as may be required for the effective discharge of its functions;

(f) To perform such other functions as may be determined by the Conference of the Parties.

2. The secretariat functions will be carried out on an interim basis by the United Nations Environment Programme until the completion of the first ordinary meeting of the Conference of the Parties held pursuant to article 6. At its first ordinary meeting, the Conference of the Parties shall designate the secretariat from amongst those existing competent international organizations which have signified their willingness to carry out the secretariat functions under this Convention.

Montreal Protocol on Substances that Deplete the Ozone Layer (1987)

Article 12: Secretariat

For the purposes of this Protocol, the Secretariat shall:

(a) Arrange for and service meetings of the parties as provided for in Article 11;

(b) Receive and make available, upon request by a party, data provided pursuant to Article 7;

(c) Prepare and distribute regularly to the parties reports based on information received pursuant to Articles 7 and 9;

(d) Notify the parties of any request for technical assistance received pursuant to Article 10 so as to facilitate the provision of such assistance;

(e) Encourage non-parties to attend the meetings of the parties as observers and to act in accordance with the provisions of this Protocol;

(f) Provide, as appropriate, the information and requests referred to in subparagraphs (c) and (d) to such non-party observers; and

(g) Perform such other functions for the achievement of the purposes of this Protocol as may be assigned to it by the parties.

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Programme

**Thirtieth Meeting of the Parties to
the Montreal Protocol on Substances
that Deplete the Ozone Layer**
Quito, 5–9 November 2018
Item 3 of the provisional agenda for the preparatory segment**
**Budget of the Trust Fund for the Montreal Protocol
and financial reports**

Financial report for the trust funds for the Vienna Convention and the Montreal Protocol for the fiscal year 2017

Note by the Secretariat

I. Introduction

1. The information in the present note has traditionally been presented in an addendum to the note by the Secretariat on the proposed revision to the approved budget for a specific year and the proposed budgets for the following two years.

2. The present note consolidates the financial information pertaining to the fiscal year 2017 as follows:

(a) Section II presents the certified financial statements for the trust funds for the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer and provides information on the cash balance and the reserves[1] and fund balances[2] for both trust funds;

(b) Section III presents the certified financial statement for the earmarked contributions that support the activities of the Ozone Secretariat, while a list of earmarked contributions by donor and purpose is set out in annex IV to the present note;

(c) Section IV introduces the budget performance report for the trust funds for the Vienna Convention and the Montreal Protocol, which is set out in annex V to the present note, and provides information on the utilization of the budgets.

3. The present note should be read in conjunction with the proposed revision to the approved 2018 budget and proposed budgets for 2019 and 2020 for the Trust Fund for the Montreal Protocol (UNEP/OzL.Pro.30/4) and the indicative financial report on the trust funds for the Vienna Convention

* Reissued for technical reasons on 17 August 2018.

** UNEP/OzL.Pro.30/1.

[1] The reserves are equivalent to 15 per cent of the proposed budget and are set aside in cash to cover final obligations in the event of closure of the fund.

[2] The fund balance is calculated as the total assets minus total liabilities. It includes the cash, outstanding contributions and other accrued assets and liabilities.

and the Montreal Protocol for the fiscal year 2018 as at 30 April 2018 (UNEP/OzL.Pro.WG.1/40/INF/1).

4. The latest financial report and audited financial statements for the Fund of the United Nations Environment Programme and the report of the Board of Auditors for the year ending 31 December 2017 are to be made available at the following link: http://www.un.org/en/auditors/board/auditors-reports.shtml.

5. In both the text and tables of the present report, all references to dollars ($) are to United States dollars, unless otherwise stated.

II. Certified financial statements of the trust funds for the Vienna Convention and the Montreal Protocol

6. Annex I sets out the certified financial statements of the trust funds for the Vienna Convention and the Montreal Protocol for the fiscal year 2017.

7. In paragraph 12 of decision XI/3 and paragraph 11 of decision XXIX/24 adopted at the joint eleventh meeting of the Conference of the Parties to the Vienna Convention and the Twenty-Ninth Meeting of the Parties to the Montreal Protocol, the parties requested the Secretariat to indicate in future financial reports of the two trust funds, the amounts of cash in hand in the section entitled "Total reserves and fund balances", in addition to the contributions that had not yet been received.

Reserves, fund balance and cash balance

1. Vienna Convention Trust Fund

8. The total reserves and fund balance at the end of 2017 was $1,828,107. The progression of the reserves and fund balance from 2010 to 2020, with the figures from 2018 to 2020 being forecasts, is set out in table 1 of annex II.

9. The cash balance at the end of 2017 was $1,461,341. The progression of the cash balance from 2007 to 2020, with the figures from 2018 to 2020 being forecasts, is set out in figure 1 of annex II.

10. In the proposed revision to the approved budget for 2017 and the proposed budgets for 2018, 2019 and 2020 for the Trust Fund for the Vienna Convention (UNEP/OzL.Conv.11/4), the forecast cash balance at the end of 2017 was $860,855; however, the actual balance was $1,461,341. The main reasons for the difference between the forecast and actual amounts are:

(a) The fact that the budget utilization rate was 74 per cent (see para. 23 below);

(b) The receipt of $201,864 more in contributions than the forecast amount of $603,000, owing to several countries paying their prior years' outstanding contributions. Total contributions received in 2017 amounted to $804,864, of which $395,524 represented prior years' contributions, $405,146 was for 2017 and $4,194 was for 2018.

11. The balance of outstanding contributions as at 31 December 2017 for the Trust Fund for the Vienna Convention was $639,771.

2. Montreal Protocol Trust Fund

12. The total reserves and fund balance at the end of 2017 was $7,944,967. The progression of the reserves and fund balance from 2010 to 2018, with the figures for 2018 being a forecast, is set out in table 2 of annex II.

13. The cash balance at the end of 2017 was $5,296,701. The progression of the cash balance from 2010 to 2018, with the figure for 2018 being a forecast, is set out in figure 2 of annex II.

14. In the proposed revision to the approved budget for 2017 and the proposed budgets for 2018 and 2019 for the Trust Fund for the Montreal Protocol (UNEP/OzL.Pro.29/4), the forecast cash balance at the end of 2017 was $2,473,763, while the actual balance was $5,296,701. The main reasons for the difference between the forecast and actual amounts are:

(a) The fact that the budget utilization rate was 65 per cent (see para. 24 below);

(b) The receipt of $951,957 more in contributions than the projected amount of $5,097,032, owing to several countries' paying their prior years' outstanding contributions. Total contributions received in 2017 amounted to $6,048,989, of which $2,695,303 represented prior years' contributions, $3,334,687 was towards 2017 and $18,999 was towards 2018.

15. The balance of outstanding contributions as at 31 December 2017 for the Trust Fund for the Montreal Protocol was $2,985,285.

16. The Secretariat wishes to express its sincere thanks and acknowledge with appreciation the efforts made by parties in paying their arrears to both trust funds.

III. Certified financial statements for earmarked contributions that support the activities of the Ozone Secretariat

17. Annex III to the present note sets out the certified financial statements for earmarked contributions that support the activities of the Ozone Secretariat for the fiscal year 2017.

18. The Secretariat wishes to express its sincere thanks and acknowledge the importance of the earmarked contributions made by parties in 2017 in support of the activities of the Ozone Secretariat. The breakdown of the earmarked contributions is presented in annex IV.

19. The total amount received was $659,961, of which $187,321 was to support meeting organization costs by the host country of the joint eleventh meeting of the Conference of the Parties to the Vienna Convention and the Twenty-Ninth Meeting of the Parties to the Montreal Protocol, $103,120 was to support the travel of meeting participants from parties operating under paragraph 1 of Article 5 (Article 5 parties) to Montreal Protocol meetings, $186,766 was to support the work of the assessment panels and $182,754 was to support the public awareness campaign for the thirtieth anniversary of the Montreal Protocol and the International Ozone Day celebrations and to partially support the organization of the workshop on safety standards.

IV. Budget performance report for the trust funds for the Vienna Convention and the Montreal Protocol

20. Annex V shows the budget performance report for the trust funds for the Vienna Convention and the Montreal Protocol for the fiscal year 2017, covering all actual expenditures and commitments against the approved budgets.

21. In paragraph 1 of decision XI/3 and paragraph 1 of decision XXIX/24 adopted at the joint eleventh meeting of the Conference of the Parties and the Twenty-Ninth Meeting of the Parties to the Montreal Protocol, the parties requested the Secretariat to allocate 50 per cent of Canada's contribution entitled "Contribution for the organization of the joint Twenty-Ninth Meeting of the Parties to the Montreal Protocol and the eleventh meeting of the Conference of the Parties to the Vienna Convention" to the Trust Fund for the Vienna Convention and 50 per cent towards the Trust Fund for the Montreal Protocol. The actual contribution received was $187,321. The Secretariat confirms that the amount was allocated as requested.

22. The 2017 budget allocation for programme support costs was $622,000, which included an overallocation of $136,656 due to a technical error in the enterprise resource planning system, Umoja, which used an average effective rate of 16 per cent to calculate the programme support costs of the trust funds instead of the established 13 per cent. The amount utilized against this allotment was $517,810 (83 per cent). The staff costs charged to this budget allocation amounted to $497,969.

23. The budget utilization rate for the Trust Fund for the Vienna Convention was 74 per cent, primarily owing to:

(a) Savings of $105,744 in staff costs mainly as a result of administrative staff posts being charged to the programme support cost budget allocation by the United Nations Environment Programme. As discussed in paragraph 22, the 2017 programme support cost allocation was unusually high, enabling more administrative staff costs to be covered by it;

(b) Savings of $100,377 in the meeting cost of the joint eleventh meeting of the Conference of the Parties to the Vienna Convention and the Twenty-Ninth Meeting of the Parties to the Montreal Protocol, mainly due to the contribution by the Government of Canada for hosting the meeting, and savings on other operational costs.

24. The budget utilization rate for the Trust Fund for the Montreal Protocol was 65 per cent, primarily owing to:

(a) Savings of $444,945 in staff costs mainly as a result of administrative staff costs being charged to the programme support cost budget allocation by the United Nations Environment Programme, which was unusually high, as described in paragraph 22;

(b) Savings of $46,293 in the meeting organization cost of the thirty-ninth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol. The budgeted amount of $676,000 was based on a five-day Open-ended Working Group meeting while the July 2017 meetings consisted of a one-day workshop without interpretation and report-writing services and a four-day Open-ended Working Group meeting;

(c) Savings of $89,961 in the meeting cost of the joint eleventh meeting of the Conference of the Parties to the Vienna Convention and the Twenty-Ninth Meeting of the Parties to the Montreal Protocol, mainly due to the contribution by the Government of Canada for hosting the meeting;

(d) Savings of $371,971 in travel costs for participants from Article 5 parties to Montreal Protocol meetings owing to earmarked funding received from Finland, Norway and Sweden. In addition, in 2016 the European Union contributed €130,200 to support the developing countries in the work on hydrofluorocarbons (HFCs); however, those funds were operationalized in 2017;

(e) Savings of $90,000 for the International Ozone Day campaign owing to earmarked funds received from the Government of Canada for that purpose (see annex IV) and savings on other operational costs.

Annex I

Certified financial statements for the trust funds for the Vienna Convention and the Montreal Protocol for the fiscal year 2017

A. Certified financial statements for the Trust Fund for the Vienna Convention

Trust Fund for the Vienna Convention for the Protection of the Ozone Layer
(Fund code:VCL)

I. Interim Statement of Financial Performance for the year ended 31 December 2017
(United States Dollars)

	Total 2017
Revenue	
Assessed Contributions	603,000
Other Revenue	2,378
Investment Revenue	17,453
Total Revenue	**622,831**
Expenses	
Employee salaries allowances and benefits	448,509
Non-employee compensation and allowances	894
Grants and other transfers	(3,170)
Supplies and consumables	718
Travel	83,150
Other operating expenses	137,851
Programme support expenses	94,115
Total expenses	**762,067**
Surplus/(deficit) for the period	**(139,236)**

II. Interim Statement of Financial Position as at 31 December 2017
(United States Dollars)

	Total 2017
Current Assets	
Cash and Cash equivalents	115,062
Investments	1,024,656
Assessed contributions receivable	376,189
Advance Transfers	9,924
Other assets	30,199
Total Current Assets	**1,556,030**
Non-Current Assets	
Investments	321,623
Total Non-Current Assets	**321,623**
Total Assets	**1,877,653**
Current Liabilities	
Accounts payable and accrued liabilities	18,488
Advance receipts	12,652
Employee benefits liabilities	18,406
Total Current Liabilities	**49,546**
Non Current Liabilities	
Total Liabilities	**49,546**
Net of Total Assets and Total Liabilities	**1,828,107**
Net Assets:	
Accumulated surpluses/ (deficits) - unrestricted	1,709,882
Reserves	118,225
Total Net Assets	**1,828,107**

III. Interim Statement of Changes in Net Assets for the year ended 31 December 2017
(United States Dollars)

	Total 2017
Net Assets at the Beginning of the Period	**1,967,343**
Surplus/(deficit) for the period	(139,236)
Total Net Assets at the End of the Period	**1,828,107**

Annette Wagner
Chief
ACCOUNTS SECTION
BUDGET AND FINANCIAL MANAGEMENT SERVICE, UNON

30/04/2018

ACCOUNTS SECTION
Budget and Financial

B. Certified financial statements for the Trust Fund for the Montreal Protocol

Trust Fund for the Montreal Protocol on Substances that Deplete the Ozone Layer
(Fund code:MPL)

I. Interim Statement of Financial Performance for the year ended 31 December 2017
(United States Dollars)

	Total 2017
Revenue	
Assessed Contributions	5,756,633
Other Revenue	3,430
Investment Revenue	23,280
Total Revenue	**5,783,343**
Expenses	
Employee salaries allowances and benefits	1,027,843
Non-employee compensation and allowances	91,367
Grants and other transfers	35,000
Supplies and consumables	1,930
Travel	597,411
Other operating expenses	25,308
Other expenses	1,613
Programme support expenses	231,484
Total expenses	**2,011,956**
Surplus/(deficit) for the period	**3,771,387**

II. Interim Statement of Financial Position as at 31 December 2017
(United States Dollars)

	Total 2017
Current Assets	
Cash and Cash equivalents	417,201
Investments	4,713,797
Assessed contributions receivable	2,672,633
Other receivables	13,540
Advance Transfers	7,750
Other assets	63,229
Total Current Assets	**5,888,150**
Non-Current Assets	
Investments	1,165,703
Total Non-Current Assets	**1,165,703**
Total Assets	**8,053,853**
Current Liabilities	
Accounts payable and accrued liabilities	75,515
Advance receipts	19,071
Employee benefits liabilities	14,300
Total Current Liabilities	**108,886**
Non Current Liabilities	
Total Liabilities	**108,886**
Net of Total Assets and Total Liabilities	**7,944,967**
Net Assets:	
Accumulated surplus/(deficits) - unrestricted	**6,929,143**
Reserves	**1,015,824**
Total Net Assets	**7,944,967**

III. Interim Statement of Changes in Net Assets for the year ended 31 December 2017
(United States Dollars)

	Total 2017
Net Assets at the Beginning of the Period	**4,173,580**
Surplus/(deficit) for the period	**3,771,387**
Total Net Assets at the End of the Period	**7,944,967**

Annette Waweru
Chief
ACCOUNTS SECTION
BUDGET AND FINANCIAL MANAGEMENT SERVICE, UNON

30/04/2018

Annex II

Progression of reserves, fund balance and cash balance for the trust funds for the Vienna Convention and the Montreal Protocol

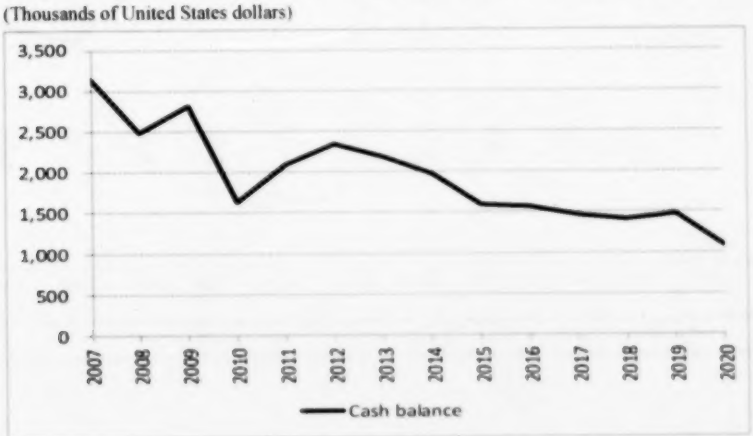
Table 1
Progression of reserves and fund balance for the Trust Fund for the Vienna Convention from 2010 to 2020

(Thousands of United States dollars)

	2010	*2011*	*2012*	*2013*	*2014*	*2015*	*2016*	*2017*	*2018*	*2019*	*2020*
	UNSAS actual	*UNSAS actual*	*UNSAS actual*	*UNSAS actual*	*IPSAS actual*	*IPSAS actual*	*IPSAS actual*	*IPSAS actual*	*IPSAS forecast*	*IPSAS forecast*	*IPSAS forecast*
Accumulated surplus – start of year	3 092	3 085	2 526	2 779	3 016	2 007	1 879	1 861	1 710	1 655	1 717
IPSAS adjustment	–	–	–	–	(384)	–	–	–	–	–	–
Expected contributions	603	605	603	603	603	603	603	603	733	863	986
Interest/ miscellaneous income	40	36	145	15	29	5	12	20	–	–	–
Expenditure	(650)	(1 199)	(492)	(515)	(1 151)	(736)	(633)	(762)	(788)	(801)	(1 370)
Reserves/fund balance adjustment	–	–	(3)	134	–	–	–	(12)	–	–	–
Fund balance – end of period	3 085	2 527	2 779	3 016	2 113	1 879	1 861	1,710	1 655	1 717	1 333
Statutory financial reserve (15 per cent of the proposed budget)	–	–	–	–	–	106	106	118	118	118	118
Reserves and fund balance	**3 085**	**2 527**	**2 779**	**3 016**	**2 113**	**1 985**	**1 967**	**1 828**	**1 773**	**1 835**	**1 451**

Figure 1
Progression of cash balance for the Trust Fund for the Vienna Convention from 2007 to 2020

(Thousands of United States dollars)

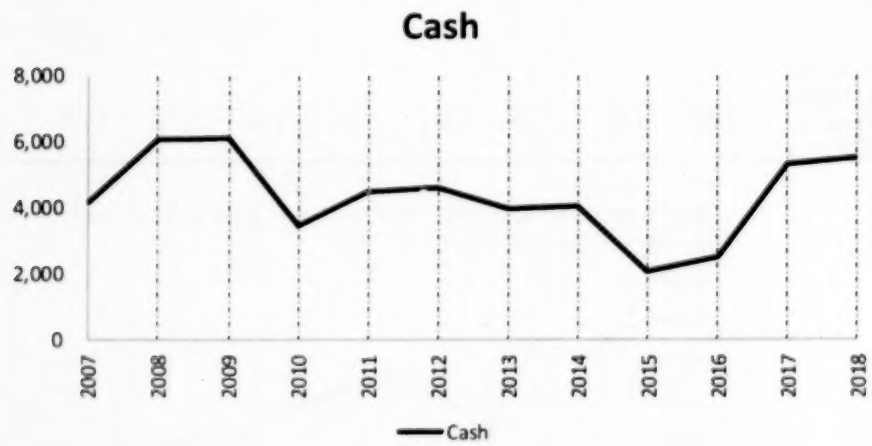


Year	*2007*	*2008*	*2009*	*2010*	*2011*	*2012*	*2013*	*2014*	*2015*	*2016*	*2017*	*2018*	*2019*	*2020*
Cash balance	3 134	2 475	2 810	1 624	2 090	2 330	2 177	1 964	1 593	1 567	1 461	1 406	1 468	1 084

Table 2
Progression of reserves and fund balance for the Trust Fund for the Montreal Protocol from 2010 to 2018
(Thousands of United States dollars)

Trust Fund for the Montreal Protocol	*2010*	*2011*	*2012*	*2013*	*2014*	*2015*	*2016*	*2017*	*2018*
	UNSAS actual	*UNSAS actual*	*UNSAS actual*	*UNSAS actual*	*IPSAS actual*	*IPSAS actual*	*IPSAS actual*	*IPSAS actual*	*IPSAS forecast*
Accumulated surplus: start of year	7 421	7 217	7 230	7 058	7 531	5 603	3 943	3 159	6 930
IPSAS adjustment	–	–	–	–	(1 469)	–	–	–	–
Contributions	4 277	4 277	4 277	4 277	4 277	4 277	4 277	5 757	5 546
Interest/miscellaneous income	142	55	51	16	47	6	18	26	26
Expenditure	(4 623)	(4 319)	(4 500)	(4 198)	(4 783)	(5 665)	(5 019)	(2 012)	(5 327)
Reserves/fund balance adjustment	–	–	–	378	–	(278)	(60)	–	–
Fund balance: end of period	7 217	7 230	7 058	7 531	5 603	3 943	3 159	6 930	7 175
Statutory financial reserve (15 per cent of the budget)	678	678	678	678	678	955	1 015	1 015	832
Reserves and fund balance	**7 895**	**7 908**	**7 736**	**8 209**	**6 281**	**4 898**	**4 174**	**7 945**	**8 007**

Figure 2
Progression of the cash balance for the Trust Fund for the Montreal Protocol from 2007 to 2018
(Thousands of United States dollars)



Year	*2007*	*2008*	*2009*	*2010*	*2011*	*2012*	*2013*	*2014*	*2015*	*2016*	*2017*	*2018 Forecast*
Cash	4 147	6 053	6 107	3 463	4 491	4 595	3 956	4 028	2 057	2 487	5 297	5 516

Annex III

Certified financial statements for earmarked contributions that support the activities of the Ozone Secretariat for the fiscal year 2017

Support of the Activities of the OZONE Secretariat
(Fund code:QO1)

I. Interim Statement of Financial Performance for the year ended 31 December 2017
(United States Dollars)

	Total 2017
Revenue	
Voluntary Contributions	1,073,798
Investment Revenue	8,081
Total Revenue	**1,081,879**
Expenses	
Employee salaries allowances and benefits	80,806
Non-employee compensation and allowances	147,058
Grants and other transfers	128,126
Travel	233,708
Other operating expenses	290,355
Programme support expenses	64,426
Total expenses	**944,479**
Surplus/(deficit) for the period	**137,400**

II. Interim Statement of Financial Position as at 31 December 2017
(United States Dollars)

	Total 2017
Current Assets	
Cash and Cash equivalents	18,096
Investments	161,150
Voluntary contributions receivable	251,372
Other assets	1,944
Total Current Assets	**432,562**
Non-Current Assets	
Investments	50,583
Total Non-Current Assets	**50,583**
Total Assets	**483,145**
Current Liabilities	
Accounts payable and accrued liabilities	95,872
Employee benefits liabilities	42
Other liabilities	138,824
Total Current Liabilities	**234,738**
Non Current Liabilities	-
Total Liabilities	**234,738**
Net of Total Assets and Total Liabilities	**248,407**
Net Assets:	
Accumulated surpluses/ (deficits) - unrestricted	**248,407**
Total Net Assets	**248,407**

III. Interim Statement of Changes in Net Assets for the year ended 31 December 2017
(United States Dollars)

	Total 2017
Net Assets at the Beginning of the Period	111,007
Surplus/(deficit) for the period	137,400
Total Net Assets at the End of the Period	**248,407**

Annette Wrassé
Chief
ACCOUNTS SECTION
BUDGET AND FINANCIAL MANAGEMENT SERVICE, UNON

30/04/2018

Annex IV

Earmarked contributions received in 2017 that support the activities of the Ozone Secretariat by purpose and by donor[1]

		Country	*Currency*	*Amount*	*United States dollars equivalent*
1	Support for the organization of Montreal Protocol meetings	Canada	CAD	237 940	**187 321**
2	Support for Article 5 participants (least developed countries) in Montreal Protocol meetings	Finland	EUR	15 000	17 065
		Sweden	SEK	500 000	61 450
		Norway	NOK	200 000	24 605
		Subtotal:			**103 120**
3	Support for the work of the assessment panels of the Montreal Protocol. Second tranche of a total grant of €600,000 for the period 2016–2018	European Union	EUR	175 000	**186 766**
4	Voluntary contribution under the Montreal Protocol	Canada	CAD	246 340	**182 754**
	Total				**659 961**

[1] This report has been prepared for the purpose of recording actual cash received in 2017. It is based on the modified cash basis of accounting as opposed to the published financial statements that are prepared using the accrual basis in accordance with International Public Sector Accounting Standards. Differences between the total income reported in the reports presented in annexes I and III are attributable to the two different bases of accounting.

Annex V

Budget performance report for the trust funds for the Vienna Convention and the Montreal Protocol as at 31 December 2017[1]

		Trust Fund for the Vienna Convention		*Trust Fund for the Montreal Protocol*	
		Approved 2017 budget	*Actual expenditure as at 31 December 2017*	*Approved 2017 budget*	*Actual expenditure as at 31 December 2017*
Personnel and conference services					
Professional and higher category					
1000	Employee salaries, allowances and benefits	**555 875**	**450 131**	**1 483 012**	**1 038 127**
1200	Consultants	–	–	**85 630**	**48 330**
Meeting costs					
1321	Conference services costs – Open-ended Working Group meetings (OEWG39, July 2017, Bangkok)	–	–	676 060	629 707
1322	Conference services costs – preparatory and parties' meetings (COP11/MOP29, November 2017, Montreal)	252 000	151 623	270 000	185 039
1323	Communication costs for assessment panel members from Article 5 parties and organization costs for their meetings	–	–	70 010	44 255
1324	Conference services costs – meetings of the Bureau of COP10, Geneva and Montreal, March and November 2017, meeting of the Bureau of MOP28, Montreal, November 2017	20 000	20 000	25 000	25 000
1325	Conference services costs – 58th and 59th Implementation Committee meetings, Bangkok, July 2017, and Montreal, November 2017	–	–	125 000	65 000
1326	Conference services costs – Montreal Protocol informal consultation meetings	–	–	10 000	–
1327	Conference services costs – 10th meeting of the Ozone Research Managers	15 000	9 214	–	–
1328	Promotion activities for the protection of the Ozone Layer	10 000	–	–	–
5401	Hospitality	10 000	–	2 1000	15 000
Subtotal		**307 000**	**180 837**	**1 206 300**	**964 001**
Travel of Article 5 (A5) parties and experts					
3301	Travel of A5 members – assessment panel meetings	–	–	4 3 300	266 975
3302	Travel of A5 parties – preparatory and parties' meetings (COP11/MOP29, Montreal, November 2017)	–	–	375 000	183 920
3303	Travel of A5 parties – Open-ended Working Group meetings (OEWG39, July 2017, Bangkok)	–	–	275 000	214 370
3304	Travel of A5 parties – Bureau meetings: meeting of the Bureau of COP10, Geneva and Montreal, March and November 2017, meeting of the Bureau of MOP28, Montreal, November 2017	20 000	13 257	21 000	7 337

[1] The budget performance report has been prepared for the purpose of comparing the approved budget with the expenditures during the reporting period. It is based on the modified cash basis of accounting as opposed to the published financial statements that are prepared using the accrual basis of accounting in accordance with International Public Sector Accounting Standards. Differences between the total expenditures reported in the reports presented in annexes I and IV are attributable to the two different bases of accounting.

		Trust Fund for the Vienna Convention		*Trust Fund for the Montreal Protocol*	
		Approved 2017 budget	*Actual expenditure as at 31 December 2017*	*Approved 2017 budget*	*Actual expenditure as at 31 December 2017*
3305	Travel of A5 parties – 58th and 59th Implementation Committee meetings, Bangkok, July 2017, and Montreal, November 2017	–	–	125 000	67 432
3306	Travel of A5 parties – consultations in an informal meeting	–	–	10 000	–
3307	Travel of A5 parties – 10th meeting of the Ozone Research Managers	150 000	135 496	–	–
Subtotal: travel of Article 5 parties and experts		**170 000**	**148 753**	**1 255 000**	**740 035**
Travel on official business					
1601	Staff travel on official business	30 000	24 160	210 000	162 712
1602	Conference Services staff travel on official business			15 000	4 753
Subtotal		**30 000**	**24 160**	**225 000**	**167 465**
Other operational costs					
4100	Expendable equipment	8 000	167	18 000	1 783
4200	Non-expendable equipment	10 000	4 245	25 000	–
4300	Rental of office premises	17 500	17 500	41 870	25 461
5100	Operation and maintenance of equipment	7 500	7 575	20 000	15 475
5200	Reporting costs	12 500	809	75 000	68 897
5300	Sundry	40 000	34 109	120 000	37 432
Subtotal: other operational costs		**95 500**	**64 404**	**299 870**	**149 047**
Total direct costs		**1 158 375**	**868 285**	**4 553 942**	**3 107 005**
Programme support costs[a]		**150 589**	**94 115**	**592 012**	**231 484**
Grand total		**1 308 964**	**962 400**	**5 145 954**	**3 338 489**
	Budget utilization rate		**74%**		**65%**

[a] The actual programme support cost expense is lower than 13 per cent due to the correction of the overallocation in 2017 (see para. 22); however, the income allocated to the Ozone Secretariat programme support cost budget in 2018 was based on 13 per cent of the total